

### While in the Hotel:

1. When using the elevators at the hotel, wait for the people on it to get off, before entering. If the elevator is full, wait for the next one.
2. Only use the elevator to get to where you need to be. Do not push buttons for floors you do not need and do not go for joyrides.
3. Taking any items from the hotel is considered theft and is a crime. Violators will be prosecuted to the fullest extent of the law.
4. Respect public and private property. The individual or chapter responsible must pay for any damages to property or furnishings in the hotel.
5. Don't hang around in the hallways, or conduct meetings in the halls. Use available meeting rooms.

### During the State Conference:

1. Smoking is not permitted by anyone representing this organization.
2. Be courteous to others at all times.
3. NO alcoholic beverages or narcotics at any time.
4. Curfew is at **12 midnight**. ALL members must be in the room to which they are assigned and quiet by curfew.
5. Tell your advisors where you will be. They must know the location of all their students at all times.
6. In case of an accident or illness, notify your chapter advisor immediately, day or night.
7. No cell phone use during sessions.

### During Sessions and Workshops:

1. Be on time and stay until the end of each session.
2. Listen carefully for many new ideas presented during each session, taking notes as needed.
3. You must attend the workshops as assigned by your advisor.

### Rooms:

1. Identify personal items.
2. Keep the rooms organized and neat. Your beds will not be made if there are personal items on them.
3. It is rude and annoying to receive phone calls in the middle of the night. Please do not call other rooms after curfew. Even if the person you are calling does not mind, his or her roommates may. Please have respect for those who have to get up early.
4. No matter what time of day there is to be **NO** running in the halls. We are mature and respectable young men and women, so please act it.
5. Room service is not available; meals are provided in the package.
6. Pizza may be ordered for delivery from a local pizzeria and picked up in the lobby. There are to be no room deliveries.
7. Keep doors closed and locked at all times. There is to be **NO ONE** of the opposite sex in your room unless there is an advisor present. If you need to work with someone of the opposite sex, arrange for your advisor to be there, or work in an open area such as the lobby or available meeting rooms and leave doors open.
8. Do not open your door to anyone you do not know.
9. While changing your clothes, make sure that you close the shades and the curtains. Keep them closed them at night.
10. If you must call someone outside the hotel, use the pay phone. Outside calls from the rooms are not permitted. Phone cards or cell phones are suggested.
11. No calling room-to-room after curfew.

### Reminder:

1. Give the hotel number 845-887-4880 to your parents so that they can contact you if necessary.
2. Give your advisor's cell phone number to your parents.

### Tips for Dress: (We will follow the recently adopted Dress Code – Business & Business Casual)

1. Appropriate professional dress for general sessions includes: dresses, skirts slacks, and suits. NO JEANS! Skirts should be of an appropriate length, and shirts and blouses should be of appropriate neckline.
2. Comfortable walking shoes.
3. Semi-formal dress for Friday night's banquet, awards and dance. Appropriate attire includes dresses or dressy slacks for females, and shirt and tie or sports jacket for males.
4. For the Thursday afternoon activities, you may wear your traveling clothes, since rooms may not be ready when you arrive.



### Tips for Packing:

1. Make sure you pack clothes so they don't wrinkle. There are irons in the room, but with multiple roommates you may want to bring a traveling iron.
2. Bring a pen, pencil, and a notebook to take notes at each session.
3. Camera and film.
4. Don't forget to pack your personal care items and accessories. Hair dryers are provided in the rooms.
5. Spending money! Change is always handy for soft drink machines, phone calls, and door prizes.
6. Walking shoes

### Notes:

1. Tips for baggage handling and house keeping are not included in meeting prices. (Suggested bellman tip is \$1.00/ bag at check in and departure. House keeping is \$1.00 per day per person.)

### **Caution:**

1. Keep your jewelry, money and other valuables with you at all times or put them in the hotel safe.
2. Carry your purse or wallet with you. If you have responsibilities which prevent you from holding it, ask someone you trust to hold it for you.
3. Travel in pairs or groups; never travel alone especially outside the Hotel. When traveling outside the hotel make sure your advisor or another adult is with you.
4. Personal belongings are your responsibility.



### **Dining Room Etiquette:**

1. Please be courteous and patient while meals are being served. It is a major undertaking to serve so many people at one time, and your understanding is appreciated. Please be kind to your waiters and waitresses.
2. As in any fine restaurant, good table manners and quiet conversation are required. You are representing FCCLA and teenagers in general.
3. Refrain from talking during introductions, inspirational address, awards or presentations.
4. Wait until after the inspirational address is finished before starting to eat.

### **\*\*\*Code of Conduct\*\*\***

Chapter advisors will be responsible for the conduct of all members. All delegates must turn in a signed copy of the Code of Conduct. Violators of the Code of Conduct will be sent home at their own expense and a letter will be sent to their school administrator. In addition, individuals violating or ignoring any of the conduct rules may affect the standing of their entire delegation. It is the advisor's responsibility to enforce all local school district policies.

### **In Case of Emergency**

In case of an emergency, contact:

- FCCLA Advisor
- Villa Roma Resort employee



### **\*\*A Reminder for Everyone\*\***

We are not the only people in the hotel. There will be private guests staying in rooms above, below, and beside yours. Please observe quiet hours and the midnight curfew.

Members' behavior in the hotel and meeting rooms is the only image others have of our organization. Students' conduct and dress should contribute to the positive, professional image of FCCLA.

# **“Do’s and Don’ts”**

## **NYS FCCLA State Leadership Conference**



## **“Journey around the World with FCCLA”**

**March 28 – 31, 2012**

**Villa Roma Resort & Conference Center**

**356 Villa Roma Road  
Callicoon, NY 12723**

**845-887-4880**

