



**To ensure that your conference registration is complete, please refer to the checklist below.**

✓	<b>REGISTRATION CHECKLIST: Have you...</b>
<input type="checkbox"/>	registered using the online system that combines conference registration and STAR Events registration in one process?
<input type="checkbox"/>	sent the <b>Housing Reservation Form</b> for the hotel you have selected <b><u>directly to the hotel</u></b> , not to Virginia FCCLA?
<input type="checkbox"/>	mailed the check for registration & STAR Events, made payable to "Virginia FCCLA" – or paid by credit card in the online registration site? <i>(Registration checks must be received or credit card payment made <b>within two weeks</b> of registration to avoid additional <u>late fee</u> assessment.)</i>
<input type="checkbox"/>	checked that names are spelled correctly in your chapter affiliation?
<input type="checkbox"/>	read the General Information file to review important information and new activities?
<input type="checkbox"/>	sent any additional conference information forms to the person indicated on the form? (examples: Senior Spotlight, Outreach Project Form, STAR Events Volunteer, etc.)
<input type="checkbox"/>	reviewed the Virginia FCCLA Dress Code with your attendees?
<input type="checkbox"/>	no later than March 29, mailed, scanned, or faxed a signed <b><u>Medical Release and Code of Conduct</u></b> form for each student and the <b><u>Responsible Participation Acknowledgement</u></b> form signed by the adviser and principal?*
<input type="checkbox"/>	made a copy of each form for your files?

Scan & email forms to [crhoton@mecc.edu](mailto:crhoton@mecc.edu); or fax to 276-386-7454; or mail to P.O. Box 1409, Gate City, VA 24251

Remember: Online conference registration closes at **midnight on March 29**. For registration after that time, you must request a registration form which can be emailed or faxed to you.

Contact Kathy Pierson (conference registrar) at [vafcclassrc@gmail.com](mailto:vafcclassrc@gmail.com) or Connie Rhoton at [crhoton@mecc.edu](mailto:crhoton@mecc.edu) to request the on-site Registration Form and Participant Profile.

#### IMPORTANT NOTES:

1.) \*\*Medical forms for the students are important – but can be emailed or faxed prior to March 31, if not available by Feb. 15. If a form is completed after March 29, bring the medical forms and responsible participation form to the conference and turn them in to the FCCLA registration team on site. **No conference packets will be released until a completed medical form is provided for all students participating from your chapter, including last-minute substitutions, as well as the responsible participation acknowledgement form.**

2.) CHECK POLICY: ***If checks for conference fees are sent by individuals, rather than a school check, the FCCLA chapter will be responsible for payment if the check does not clear the bank, and must pay any additional bank fees charged to process the returned check.***

3.) The **Housing Reservation Form** for the hotel you have selected must be sent directly to the hotel, not to Virginia FCCLA. Meeting the Feb. 15 fax or postmark deadline for the **Housing Reservation Form** will guarantee the conference rate and increase the likelihood of availability.