

**To ensure that your conference registration is complete, please refer to the checklist below. This list is for adviser reference only. Do not send to state staff.**



✓	<b>REGISTRATION CHECKLIST: Have you...</b>
<input type="checkbox"/>	read the General Information file to review important information and new activities?
<input type="checkbox"/>	checked that names are spelled correctly in your chapter affiliation?
<input type="checkbox"/>	registered using the online system that combines conference registration and STAR Events registration in one process?
<input type="checkbox"/>	considered bringing your School Resource Officer as an additional chaperone – attending free if willing to assist with security at sessions and hotels
<input type="checkbox"/>	sent the <b>Hotel 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 Alumni & Associates" – or paid by credit card in the online registration site? ( <i>Registration checks must be received or credit card payment made by <b>March 1</b>, or <b>within two weeks</b> of registration to avoid additional <u>late fee</u> assessment.</i> )
<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 Code of Conduct and Virginia FCCLA Dress Code with your attendees?
<input type="checkbox"/>	no later than March 25, mailed, scanned, or faxed a signed <b>Medical Release and Code of Conduct</b> form for each student and the <b>Responsible Participation Acknowledgement</b> form signed by the adviser and principal and made a copy of each form for your files?*
<input type="checkbox"/>	prepared a chapter banner, Outreach Project donation, Senior Spotlight nomination, and any activities items suggested for activities (example: decorated clothespins for 2026)?

**Remember: Online conference registration closes at **midnight on March 27**. 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 [kpierson@mecc.edu](mailto:kpierson@mecc.edu) 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 25, if not available by Feb. 15. If a form is completed after March 25, 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.**

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