



## **Wisconsin Association of FCCLA Student Delegate Code of Conduct**

The FCCLA State Office requires that each delegate read the Student Delegate Code of Conduct. Each delegate must then submit, to the FCCLA State Office, a completed copy of the Participant Authorization Form prior to attending Wisconsin FCCLA events.

1. The term “delegate” shall mean any FCCLA member or student attending the conference. FCCLA and its activities are school sponsored events.
2. Delegates shall keep their advisers informed of their activities and whereabouts AT ALL TIMES. Each local adviser should establish a system through which to meet this regulation and should share this information with students prior to attendance at the event.
3. Delegates will be prompt and prepared for all activities.
4. Identification badges will be worn at all official FCCLA events.
5. Delegates agree to conduct themselves in a professional and ethical manner at all times and follow the directives of official conference staff, other adult supervisors, and hotel staff.
6. Appropriate business-like attire is required.
7. Hats of any kind are not to be worn at any session, event or meal. Exceptions may be made if used appropriately, as in a STAR Event.
8. Very casual clothing such as denim jeans, sweats, shorts, jerseys, cut-offs, pajama pants, T-shirts, and sport type attire cannot be worn at event functions.
9. Delegates **are required to attend** all general sessions, assigned events or meetings, and activities provided by Wisconsin FCCLA.
10. Cell phone courtesy will be expected at all times. Students should turn off cell phones during sessions or events.
11. Delegates shall not use their own cars or ride in vehicles belonging to others unless accompanied by an adult adviser. Transportation must be approved by the local school district.
12. Delegates will be financially prepared for all possibilities.
13. During events that require an overnight stay, delegates shall stay in housing arranged by the Wisconsin Association of FCCLA, not with friends or relatives or unauthorized hotels/motels.
14. Advisers are expected to enter and check hotel rooms to ensure the standards outlined in the Code of Conduct have been met and to provide adequate supervision of students.
15. There shall be no defacing of public property. Any damage to property or furnishings in the hotel rooms, building, or in the meeting/conference facilities must be paid by the individual or chapter responsible. Local chapters will be billed directly by the hotel or the meeting/conference site for any damages.
16. **There is no co-ed visitation permitted in any hotel room.** Co-ed visitation is permitted in hotel lobbies and other public areas ONLY.
17. For overnight events, all delegates must honor conference curfew. **CURFEW is 11:30 PM.** Curfew is defined as: **“all delegates will be in their own rooms and quiet.” 12:00 Midnight is LIGHTS OUT.**
18. No use of tobacco will be permitted during the event, including general sessions, meetings, competitive events, tours, or in public facilities.
19. No alcoholic beverages or controlled substances, such as narcotics, marijuana, cocaine, in any form, shall be possessed or consumed by delegates at any time, under any circumstances.
20. Delegates who violate or ignore any of the conference rules may be sent home immediately, at their own expense. Local advisers, the state adviser, parents and school officials will be notified.
21. Student delegates are responsible to follow their local school district rules of conduct and will be held accountable and face consequences determined by the local school district.

22. Delegates who violate or ignore any part of the Code of Conduct will subject their entire delegation to being unseated or their candidates or competitive-event participants disqualified.
23. Delegates agree to give permission to the Wisconsin Association of FCCLA to post photographs of participants via Department of Public Instruction websites, Wisconsin FCCLA state officer website, and FCCLA newsletters.

**Wisconsin Association of FCCLA**  
**Participant Authorization Form**



**Directions:** This form should be duplicated for and completed by each student delegate. Upon completion, it should be forwarded to the FCCLA State Office. A copy will be retained by the adviser during the FCCLA events.

**Student Authorization**

I, \_\_\_\_\_ (print name), an active FCCLA member, have read and fully understand the FCCLA Student Delegate Code of Conduct. I agree to follow these rules and am aware of the consequences that will result if I violate any of them. Furthermore, I understand and appreciate the importance of these rules for the success of the FCCLA event.

Delegate Signature & Date	School Principal Signature & Date
Chapter Name	School Name & City

**FCCLA Adviser Authorization**

I certify that the FCCLA member named on this form has been authorized to represent our chapter as a member at FCCLA events. This student has received information and instruction concerning the FCCLA Student Code of Conduct prior to this event.

Adviser Name (print)
Adviser Signature & Date

**Parent/Guardian Authorization**

My child, \_\_\_\_\_ (print name), has my permission to participate in Wisconsin FCCLA events. I have read and understand the Student Delegate Code of Conduct. Furthermore, I have spoken with my child regarding these rules and the responsibility he/she has to abide by them. I agree that the chapter adviser(s), the state FCCLA staff and/or school officials, have the right to send my son/daughter home from the activity at my expense if he/she violates the Code of Conduct or his/her conduct has become a detriment. I also authorize the adviser or state FCCLA staff to secure the services of a physician or hospital and to incur expenses for necessary services in the event of an accident or illness. I agree to pay for any and all costs incurred.

Parent/Guardian Name (print)	Parent/Guardian Signature & Date
Street Address	City, State, Zip
Daytime Phone # (area/number)	Evening Phone # (area/number)
Student Insurance Company Name	Student Policy Number

# Wisconsin Association of FCCLA

## Local Adviser Procedures and Responsibilities



The FCCLA State Office requires EACH local adviser who attends Wisconsin FCCLA events to **read, complete and return a copy of this form** to the FCCLA State Office.

1. Local advisers are responsible to have each student who attends Wisconsin FCCLA events read, discuss, sign and return the Student Code of Conduct and the Participant Authorization Form.
2. Local advisers are responsible to know the whereabouts of all of their students AT ALL TIMES. The local adviser should establish a system through which to meet this regulation and should establish this system prior to attendance at the conference.
3. Local advisers are responsible for the supervision of their student delegates and should be available to their students at all times.
4. An identification badge will be worn at all official FCCLA events.
5. At all events, advisers must have a list of their students as well as all necessary contact information (i.e., home phone number, name(s) of parent/guardian).
6. At overnight events, established curfew will be enforced. Local advisers are responsible to do room checks to ensure that students are in the room assigned them.
7. No alcoholic beverages or controlled substances, such as narcotics, marijuana, cocaine, in any form, shall be possessed or consumed by delegates or advisers at any time, under any circumstances.
8. The local district principal and/or designated administrator will be contacted in an emergency if the local adviser cannot be located within a reasonable amount of time or is unable to provide an adequate amount of supervision. Student emergencies include but are not limited to: an accident, possession of drugs or alcohol, violation of conference rules, family emergency, and any other situation designated an emergency.

***I have read and fully understand the Local Adviser Procedures and Responsibilities and agree to comply.***

Chapter Name	School Name
Adviser Emergency Contact Information Name:	Relationship of Contact to Adviser :
Daytime Phone (area/number):	Evening Phone (area/number):
Adviser Insurance Company Name	Adviser Policy Number
Adviser Name (print)	Adviser's Signature & Date
School Principal (print name)	Principal's Signature & Date

In an emergency, the following local administrators should be contacted:

1 <sup>st</sup> Contact	2 <sup>nd</sup> Contact
Name	Name
Title	Title
School Phone # (area/number)	School Phone # (area/number)
Home Phone # (area/number)	Home Phone # (area/number)

What action do you expect the WI FCCLA State Office to take if a student violates the FCCLA Student Delegate Code of Conduct? (please describe)