

Checklist to Prepare for DISCOVER Training

- Set chapter deadlines for registration and payment
- Determine student cost to attend with your chapter, including registration fees, lodging (if applicable), meals, travel, etc.
- Provide students with necessary event information, including cost
- Send a letter to parents with event details
- Discuss dress code requirements with students
- Collect student payment before registration deadline
- Register all students, advisers, chaperones for the event by the deadline
- Print e-mailed invoice and check, double-check, triple-check for accuracy
- Submit invoice to bookkeeper for payment
- Mail payment to Georgia FCCLA
- Review DISCOVER Training tentative agenda with attending members
- Ensure all Multiple Release Forms (*Appendix A*) are properly completed, bring copies with you to DISCOVER Training in a large envelope with certification form (*Appendix B*) on the outside
- Have all attendees follow and like Georgia FCCLA on social media sites to receive DISCOVER updates and emergency information during the event



DISCOVER Training Deadline Checklist

Date	Deadline
August 16	Early Bird Registration Deadline
August 18	Regular Registration Deadline
August 21	Payment Postmark Deadline
August 26	DISCOVER Training <ul style="list-style-type: none"> • Bring completed Multiple Release Forms (<i>Appendix A</i>) in an envelope with a completed Certification Form (<i>Appendix B</i>) on the outside • Bring payment (if not postmarked by August 21)