

Checklist to Prepare for Fall Leadership Conference

- Set chapter deadlines for registration and payment
- Determine student cost to attend with your chapter, including registration fees, meals, travel, etc.
- Provide students with necessary conference 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 conference by the deadline
- Print e-mailed invoice and check, double-check, triple-check for accuracy
- Submit invoice to bookkeeper for payment
- Mail conference payment to Georgia FCCLA
- Follow the deadline checklist for all Fall Leadership Conference forms
- Review Fall Leadership Conference tentative agenda with attending members
- Ensure proper dress attire is packed with students before departure
- Ensure all Multiple Release Forms and Camp Permission Forms are properly completed, bring copies with you to Fall Leadership Conference 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 conference updates and emergency information during the conference

Fall Leadership Conference Deadline Checklist

Date	Deadline
August 30	Early Bird Registration Deadline
September 1	Regular Registration Deadline
September 5	Pin Design Submission Deadline
September 5	T-shirt Design Submission Deadline
September 5	Payment Postmark Deadline
September 13-14	Fall Leadership Conference

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