



Georgia FCCLA
DISCOVER Training 2022
Adviser's Guide

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DISCOVER Training At-A-Glance

Description

DISCOVER (Developing Individual School Chapter Officers with Vision, Energy and Responsibility) Training is an experience for Family, Career and Community Leaders of America **local chapter officers** to learn more about their positions and opportunities to lead their chapter during the 2022-2023 school year. Attendees will be able to take part in an Opening and Closing Ceremony and participate in 9 different workshop presentations lead by our 2022-2023 State Executive Council and Region Officer Teams.

All local, **FCCLA chapter officers and potential chapter officers** are eligible to attend. Students do not need to be affiliated to attend. Chapter advisers, parents, alumni, local administrators, teacher educators and other are also eligible to attend our DISCOVER Training.

Date

Tuesday, August 23rd, 2022 at the Georgia FFA-FCCLA Center in Covington, GA

Thursday, August 25th, 2022 at Camp John Hope in Fort Valley, GA

Location

[The Georgia FFA-FCCLA Center](#)

720 FFA FHA Camp Road
Covington, Georgia 31014



[Camp John Hope](#)

281 Hope Entrance Road
Fort Valley, Georgia 31030



Cost

	<u>Registration Type</u>	<u>Registration</u>
	<u>Deadline Date</u>	<u>August 18th, 2022</u>
Chapter Officer Registration <i>Includes Registration Materials, Sessions, Presentations, and Lunch</i>		\$15
Chapter Adviser / Chaperone Registration <i>Includes: Registration Materials, Sessions, Presentations, and Lunch</i>		\$15
Add On: Chapter President Installation and Pinning Ceremony <i>Includes: Participation of Chapter President Installation Ceremony, Chapter President Lapel Pin and personalized Certificate, Photo Opportunity with State President, Ava Trussell.</i>		\$10

Late Registration Policy

- To register late, email Caitlin Roberson at croberson@gafccla.com
- Late Registrations will be allowed for 48 hours after the posted Regular Registration Deadline.
 - Saturday, August 20th, 2022 at 11:59 PM
- After 48 hours post regular registration deadline, no late registrations will be accepted.
- There are **no** on-site registrations.
- For more information on the Late Registration Policy, please refer to the Georgia FCCLA Policy and Procedures Manual.

Registration Refunds

No registration refunds will be processed after the regular registration deadline, Thursday, August 18th, 2022.

Payments

Payment Postmark Deadline

Thursday, August 25th, 2022

You may also bring your payment with you to the DISCOVER Training, if needed.

If the chapter did not submit their payment in time for their DISCOVER Training invoice, the chapter adviser will complete a Payment Commitment Form at the time of check-in.

Payment Options

By Check:

Checks should be made out to “Georgia FCCLA” and mailed to:

P.O. Box 840
Bogart, GA 30622

By Credit Card:

Credit Card payments are available upon request.

- Email Caitlin Roberson at croberson@gafcccla.com if you need to pay with a credit card.
- Partial payments will not be accepted via credit card.
- A 3% credit card processing fee will be added to all credit card invoices.
- Georgia FCCLA uses QuickBooks Online Invoices for credit card payments.

Adviser Checklist for DISCOVER Training

- Obtain field trip approval from CTAE Department/Director for DISCOVER Training.
- Set Chapter deadlines for registration and payment.
- Determine student cost to attend with you chapter, including registration fees, lodging (if applicable), meals, travel, etc.
- Provide student with necessary event information, including costs.
- Send letter to parents with event details.
- Discuss dress code requirements with chapter members attending.
- Collect student payment before the registration deadline.
- Register all students, advisers, and chaperones for the event by the **registration deadline** (Thursday, Aug. 18th)
 - Attendee Information Needed to Register:
 - Student Name
 - Student Grade Level
 - Gender
 - Special Needs / Dietary Restrictions
- Print invoice and double check for accuracy.
- Submit invoice to bookkeeper for payment.
- Mail payment to **Georgia FCCLA at P.O. Box 840 Bogart, GA 30622**.
- Review DISCOVER Training tentative agenda with chapter members attending.
- Ensure all Multiple Release Forms (Appendix A) are properly completed for each attendee.
- Upload the Multiple Release Forms in advance **or** Bring the Multiple Release Forms 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.

Deadlines

DATE	DEADLINE
Thursday, August 11 th , 2022	<u>Lodging Submission Deadline</u>
Thursday, August 18 th , 2022	<u>Registration Deadline</u>
Monday, August 22 nd , 2022	<p>Submit Multiple Release Forms, COVID Waivers and Certification Form for everyone attending the DISCOVER Training.</p> <p>Deadline to submit is 11:59 PM</p>
Tuesday, August 23 rd , 2022	<p><u>DISCOVER Training at The Georgia FFA-FCCLA Center in Covington, GA</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Bring Multiple Release Forms/COVID Waivers (Appendix A & B) for all attendees an envelope with a complete Certification Form (Appendix C) adhered to the outside of the envelope. <input type="checkbox"/> Bring payment (if needed)
Thursday, August 25 th , 2022	<p><u>DISCOVER Training at Camp John Hope in Fort Valley, GA</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Bring Multiple Release Forms/COVID Waivers (Appendix A & B) for all attendees an envelope with a complete Certification Form (Appendix C) adhered to the outside of the envelope. <input type="checkbox"/> Bring payment (if needed)
Thursday, August 25 th , 2022	<p><u>Payment Postmark Deadline</u></p> <p>Georgia FCCLA P.O. Box 840 Bogart, GA 30622</p>

Event Registration

Registration Link

<https://www.registtermychapter.com/fccla/ga-discover/Main.asp>

Chaperone Ratio

A ratio of one adult for every 10 members is recommended. In the event your county has a different chaperone policy, your county's policy should be followed. When attending Georgia FCCLA conferences and events, advisers are expected to provide adequate supervision for his/her students. All chaperones must follow the Georgia FCCLA code of conduct. Chaperones are expected to attend all workshops or meetings with the members and advisers.

Special Accommodations/Meals

Deadline: Monday, August 18th, 2022

For members that require special accommodations, complete the special needs portion in the registration system. Example reasons that students may need special accommodations would include wheelchair access or interpreter services or food allergies.

Lodging / Overnight Accommodations

Deadline: Thursday, August 11th, 2022

Lodging arrangements, if needed, are the responsibility of each individual chapter. Most chapters choose to drive to The Georgia FFA-FCCLA Center or Camp John Hope and back in the same day. No transportation will be provided by Georgia FCCLA. However, if your chapter is attending a DISCOVER Training and needs lodging the night before, please fill out the following form. [DISCOVER Training Lodging Form](#)

Overnight Stay in Bunk Cabins with NO Linens with Breakfast the next morning = \$22.00 per person

(This does not include the conference registration)

Registration Refunds:

No registration refunds will be processed after the regular registration deadline, Thursday, August 18th, 2022.

Georgia FCCLA Dress Code

FCCLA members are expected to display a professional image at all functions. Members should always be respectful to administrators, exhibitors, parents, advisers, and other members. Advisers will ensure that students always look professional and in appropriate attire.

DISCOVER Training Dress Code: Longer-length shorts, neat jeans (no holes or tears), collared shirts, appropriate T-shirts, and casual footwear. *Chapter T-shirts are encouraged.*

Inappropriate Attire

The following should not be worn to any FCCLA activity:

- Clothing and accessories which are sexually suggestive, which advertise drugs, alcohol or tobacco products or display profanity.
- See-through, tight fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts.
- Pants or skirts that are worn below the hip bone; no undergarments may be showing.
- Spandex, leggings, stirrup pants, leotards, short shorts, cutoffs, or pajamas. If leggings are worn, shorts/skirt/dress must be an appropriate length over the leggings.
- Clothing which is stained, torn, or ripped.
- Bare feet

Georgia FCCLA Code of Conduct

FCCLA members and advisers should follow the following guidelines while attending a Georgia FCCLA sponsored event:

1. Behavior should always be such that it reflects a positive, professional image of you, your chapter, your state and the organization.
2. Attendees shall keep their adult advisers always informed of their activities and whereabouts.
3. Local advisers will be responsible for their attendees' conduct.
4. Attendees will attend all general sessions, workshops, and activities.
5. Attendees will be prompt and prepared for all activities.
6. Identification badges will be always worn except when outside the hotel or meeting area.
7. The dress code will be always enforced. (The Dress Code is listed in the Adviser Guide.)
8. Any accidents, injuries or illnesses should be reported to the adult chaperone or state adviser immediately.
9. All attendees will observe the curfew set by the State/National Office.
10. Inappropriate physical conduct is not allowed and will be subject to disciplinary action.
11. No student shall leave the camp unless accompanied by his/her adviser or chaperone.
12. If a student is found responsible for stealing or vandalism, the student and his/her parents/guardians will be expected to pay all damages.
13. Attendees attending FCCLA events may not purchase, possess, consumer or be under the influence of alcohol or illegal drugs at any time. Violators will be subject to disciplinary action.
14. Smoking, vaping, or the possession of tobacco, is not allowed.
15. Attendees violating or ignoring any of the conduct rules will subject their entire chapter delegation to being unseated and their candidates or competitive events contestants (if applicable) being disqualified. Individual Attendees who disregard the rules will be subject to disciplinary action and be sent home at their own expense. In the case of student Attendees, parents/guardians will be notified.

DISCOVER Training Day of Information

Tentative Schedule:

9:00 AM	Registration Check-In
10:00 AM	Opening Ceremony and State/Region Officer Introductions
10:10 AM – 10:35 AM	Presentation #1 - Leadership and Chapter Officer Responsibilities
10:40 AM – 11:05 AM	Presentation #2 - Planning Your Calendar of Events and Program of Work
11:10 AM – 11:30 AM	Presentation #3 - Planning Your Chapter Meetings
11:30 AM	Lunch
12:15 PM – 12:40 PM	Presentation #4 - National Programs
12:45 – 1:10 PM	Presentation #5 - Community Service
1:15 PM – 1:40 PM	Presentation #6 - Competitive Events
1:45 PM – 2:10 PM	Presentation #7 - Membership Recruitment
2:10 PM – 2:30 PM	Break
2:30 PM – 2:55 PM	Presentation # 8 - Fundraising
3:00 PM – 3:25 PM	Presentation # 9 - Advocacy and Promoting FCCLA
3:30 PM – 4:00 PM	President Installation Ceremony / Closing Ceremony
4:00 PM	Dismissal

Parking

At the Georgia FFA-FCCLA Center – Buses can drop off the attendees at the Terry England Leadership Center and then park on the baseball fields located near this building.

At Camp John Hope – Buses can drop off the attendees at Tabor Hall and then park in the activity fields across from the buildings.

Opening Session

Our Opening Session will feature our State Executive Council introductions, Opening Ceremony and a preview of the day's events and Leadership Workshops.

Leadership Presentations – NEW THIS YEAR

Leadership Presentations on the following topics will be led by our State Executive Council and Region Officer Teams. Attendees will be able to take part in all 9 Leadership Presentations. Objectives for each of the Presentations are found on the Georgia FCCLA Website on the DISCOVER Training Webpage.

- Leadership and Chapter Officer Responsibilities
- Planning Your calendar of Events and Program of Work
- Planning Your Chapter Meetings
- National Programs
- Community Service
- Competitive Events

- Membership Recruitment
- Fundraising
- Advocacy and Promoting FCCLA

Closing Session

Our Closing Session will be held after the Leadership Workshops to conclude the day and allow for evaluation of the day's activities.

Chapter President Installation Ceremony

Register your Chapter President to take part in this year's Chapter President Installation Ceremony. The State Executive Council will oversee the Chapter President Installation Ceremony. Registered Chapter Presidents will receive a President Lapel Pin, Personalized Certificate of Completion, and photo opportunity with the State President, Ava Trussell



Appendix A – Multiple Release Form

Georgia FCCLA Multiple Release Form for DISCOVER Training 2022

School _____ Adviser _____

Please have student attendees and their parents/guardians read and complete this multiple-part form. Information about dress code and code of conduct is included on the Georgia FCCLA website events page: www.gafcccla.com. Retain a copy for your records.

ADVISERS, MEMBERS AND PARENTS: THERE ARE 17 LINES TO BE COMPLETED, PLEASE MAKE SURE TO SIGN ALL PORTIONS OF THE RELEASE FORM.

MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY: The undersigned, being the parent or guardian of _____ and having legal custody and who resides with me/us do give consent to any X-ray, examination, anesthetic, dental, medical or surgical diagnosis or treatment, and hospital care to be rendered to the minor under the general or special supervision and on the advice of any dentist, physician or surgeon licensed to practice in the State of Georgia or in a state on the itinerary of an activity sponsored by FCCLA I/we further agree that I/we will assume all expenses involved in such medical/ dental procedures and will not hold Georgia FCCLA or its representatives liable for said expenses.

List any medical/dental conditions that a medical doctor/dentist should be made aware of:
1 _____

List any allergies that a medical doctor/dentist should be made aware of:
2 _____

Family Physician: Name 3 _____
Address 4 _____ Phone 5 _____

Parent's/Guardian's Signature 6 _____ Dated 7 _____

Emergency Contact Name 8 _____ Phone 9 _____

LIABILITY: The undersigned being the parent or guardian of student named above hereby agrees to release the Georgia Department of Education, Georgia FCCLA, its representatives, agents, servants, and employees from liability for injury to the said minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting of Georgia FCCLA, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees.

Parent's/Guardian's Signature 10 _____ Dated 11 _____

CODE OF CONDUCT AND DRESS CODE: Students are to conduct themselves in accord with exemplary standards of ethics and behavior, including zero tolerance for any actions that violate any civil or criminal codes. Students found to be in violation of any laws, regulations or policies established for the FCCLA event they are attending will be subject to disciplinary action and prosecution. Their parents or guardians and school officials will be notified and must remove the student from the event. Dress is to reflect the FCCLA image and to follow guidelines for specific events. The FCCLA Code of Conduct and Dress Code is available online at www.gafcccla.com. Reading and understanding completely the policies, practices, and procedures that will serve to govern the conduct and attire of persons attending an FCCLA event, I do hereby agree to follow said policies, procedures, and practices and abide by any consequences of any violations.

12 _____
Signature of FCCLA Member Date

13 _____
Signature of Parent/Guardian Date

MEDIA RELEASE: I release to the Georgia Department of Education and Georgia FCCLA the unlimited right to reproduce, copy, publish, or otherwise use in any reasonable way for any informational or educational purpose the following: Image (photo or video), Voice, Quote or written material.

14 _____
Signature of FCCLA Member Date

15 _____
Signature of Parent/Guardian Date

SOCIAL MEDIA: Georgia FCCLA respects the rights of its members to use social media. Members that use social media must remember that any information posted while attending a Georgia FCCLA event is reflective of the entire FCCLA community and, as such, is subject to the same behavioral standards set forth on the website. I will represent Georgia FCCLA in the best manner possible.

16 _____
Signature of FCCLA Member Date

17 _____
Signature of Parent/Guardian Date

Appendix B – COVID Waiver

Emergency Contact Form

Student Member's Name: _____

Chapter/School: _____

Parent Name: _____

Parent Cell #: _____



Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and therefore spread the disease. The exact methods of spread and contraction are unknown, and there is no known treatment, cure, or vaccine for COVID-19. Evidence has shown that COVID-19 can cause severe and potentially life-threatening illness and even death.

Georgia FCCLA cannot prevent chapter members from becoming exposed to, contracting, or spreading COVID-19 while participating in a **Georgia FCCLA sanctioned event** or being on the event premises. It is not possible to prevent the presence of the disease. Therefore, if your student chooses to participate in the Event or be on the event premises, he/she may be exposing himself/herself to and/or increasing their risk of contracting or spreading COVID-19.

ASSUMPTION OF RISK: I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of contracting COVID-19 for my student member to participate in the Event and be on the event premises. These services are of such value to my student member that we accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to participate in the Event and be on the event premises in person.

WAIVER OF LAWSUIT/LIABILITY: I hereby forever release and waive my right to bring suit against Georgia Family, Career and Community Leaders of America, Inc. and its owners, officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to participating in the Event and being on the event premises. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence, and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

CHOICE OF LAW: I understand and agree that the law of the State of Georgia will apply to this contract.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE.

I am the parent or legal guardian of the minor named above (**Student Member**). I have the legal right to consent to and, by signing below, I hereby do consent to the terms and conditions of this Release.

Parent/Guardian Signature _____

Parent/Guardian Name (Printed) _____ Date _____

Appendix C – Certification Form

Georgia FCCLA DISCOVER Training Certification Form

Chapter Name: _____

Adviser Name: _____

I certify that completed Multiple Release Forms have been provided to Georgia FCCLA for all FCCLA members / FACS students attending the 2022 DISCOVER Training.

Signed: _____

Date: _____