



Georgia FCCLA
DISCOVER Training 2023
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 2023-2024 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 2023-2024 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

Thursday, August 24th, 2023 at the Georgia FFA-FCCLA Center in Covington, GA

Thursday, September 14th, 2023 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

	Registration Type	Registration
Chapter Officer Registration <i>Includes Registration Materials, Sessions, Presentations, and Lunch</i>		\$25 – Early Bird \$35 – Regular
Chapter Adviser / Chaperone Registration <i>Includes: Registration Materials, Sessions, Presentations, and Lunch</i>		\$25 – Early Bird \$35 – Regular
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

Registration Deadlines

- For DISCOVER Training in Covington, GA at the Georgia FFA-FCCLA Center
 - Early Bird Registration ends on Thursday, August 10th, 2023
 - Regular Registration ends of Tuesday, August 15th, 2023
- For DISCOVER Training in Fort Valley, GA at the Georgia FFA-FCCLA Center
 - Early Bird Registration ends on Tuesday, August 29th, 2023
 - Regular Registration ends on Thursday, August 31st, 2023

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.
- 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.

Payments

Payment Postmark Deadline

For DISCOVER Training in Covington – Payment Postmark Deadline is Tuesday, August 22nd, 2023

For DISCOVER Training in Fort Valley – Payment Postmark Deadline is Thursday, September 7th, 2023

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@gafccla.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 10 th , 2023	Early Bird Registration Deadline for DISCOVER Training in Covington, GA at the Georgia FFA-FCCLA Center on August 24 th .
Tuesday, August 15 th , 2023	Registration Deadline for DISCOVER Training in Covington, GA at the Georgia FFA-FCCLA Center on August 24 th .
Tuesday, August 29 th , 2023	Early Bird Registration Deadline for DISCOVER Training in Fort Valley, GA at Camp John Hope on September 14 th .
Thursday, August 31 st , 2023	Registration Deadline for DISCOVER Training in Fort Valley, GA at Camp John Hope on September 14 th .
Tuesday, September 12 th - CJH	<p>Submit Multiple Release Forms and Certification Form for everyone attending the DISCOVER Training.</p> <p>Deadline to submit is 11:59 PM</p> <p>Link to Form Submission</p>
Tuesday, August 22 nd , 2023	<p>Payment Postmark Date for DISCOVER Training in Covington, GA at the Georgia FFA-FCCLA Center on August 24th.</p> <p><u>Payment Postmark Deadline</u> Georgia FCCLA P.O. Box 840 Bogart, GA 30622</p>
Thursday, August 24 th , 2023	<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 for all attendees an envelope with a complete Certification Form (Appendix A) adhered to the outside of the envelope. <input type="checkbox"/> Bring payment (if needed)
Tuesday, August 29 th , 2023	Early Bird Registration Deadline for DISCOVER Training in Fort Valley, GA at Camp John Hope on September 14 th .
Thursday, August 31 st , 2023	Registration Deadline for DISCOVER Training in Fort Valley, GA at Camp John Hope on September 14 th .

<p>Thursday, September 7th, 2023</p>	<p>Payment Postmark Date for DISCOVER Training in Fort Valley, GA at Camp John Hope on September 14th.</p> <p><u>Payment Postmark Deadline</u> Georgia FCCLA P.O. Box 840 Bogart, GA 30622</p>
<p>Tuesday, September 12th - CJH</p>	<p>Submit Multiple Release Forms and Certification Form for everyone attending the DISCOVER Training.</p> <p>Deadline to submit is 11:59 PM</p> <p>Link to Form Submission</p>
<p>Thursday, September 14th, 2023</p>	<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 for all attendees an envelope with a complete Certification Form (Appendix A) adhered to the outside of the envelope. <input type="checkbox"/> Bring payment (if needed)
<p>Thursday, August 25th, 2023</p>	<p><u>Payment Postmark Deadline</u> Georgia FCCLA P.O. Box 840 Bogart, GA 30622</p>

Event Registration

Registration Links:

[For DISCOVER Training in Covington, GA at the Georgia FFA-FCCLA Center](#)

[For DISCOVER Training in Fort Valley, GA at Camp John Hope](#)

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: Registration Deadline for the event

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: Registration Deadline for the event

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 contact Caitlin Roberson at croberson@gafccla.com

Overnight Stay in Bunk Cabins with NO Linens with Breakfast the next morning = \$25.00 per person

Overnight Stay in Semi-Private Cabins with linens provided & Breakfast the next morning = \$45 per person

(This does not include the conference registration)

Registration Refunds:

No registration refunds will be processed after the regular registration deadline for each event.

For DISCOVER Training in Covington, GA – August 15th, 2023 by 11:59 PM

For DISCOVER Training in Fort Valley, GA – August 31st, 2023 by 11:59 PM

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 – 10:40 AM	Presentation #1 – Full Group
10:40 AM – 11:10 AM	Presentation #2 – Full Group
11:10 AM – 11:40 AM	Presentation #3 – Full Group
11:45 AM	Lunch
12:30 PM – 1:00 PM	Workshop #1
1:00 PM – 1:30 PM	Workshop #2
1:30 PM – 2:00 PM	Workshop #3
2:00 PM – 2:30 PM	Workshop #4
2:30 PM – 3:00 PM	Workshop #5
3:00 PM – 3:30 PM	President Installation Ceremony / Closing Ceremony
3:30 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 & Workshops

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 3 Large Group Presentations and 4-5 Workshops. Objectives for each of the Presentations are found on the Georgia FCCLA Website on the DISCOVER Training Webpage 1 week prior to the event.

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.



Appendix A – 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 2023 DISCOVER Training.

Signed: _____

Date: _____