



**Georgia FCCLA**  
**2024 DISCOVER Training**  
**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 2024-2024 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 2024-2024 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 22<sup>nd</sup>, 2024 at the Georgia FFA-FCCLA Center in Covington, GA

Thursday, September 12<sup>th</sup>, 2024 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



## Registration Deadlines

- For DISCOVER Training in Covington, GA at the Georgia FFA-FCCLA Center
  - Early Bird Registration ends on August 9<sup>th</sup>, 2024
  - Regular Registration ends of August 13<sup>th</sup>, 2024
- For DISCOVER Training in Fort Valley, GA at the Georgia FFA-FCCLA Center
  - Early Bird Registration ends on August 23<sup>rd</sup>, 2024
  - Regular Registration ends on August 30<sup>th</sup>, 2024

## Late Registration

- There are **no late registrations** for DISCOVER Training at either locations.

## Registration Refunds

No registration refunds will be processed after the regular registration deadline.

## Chapter Member Information Needed for Registration

Attendee's Name, Grade, Gender, Special Accommodations

## 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.

## Cost

	Registration Type	Registration
<b>Chapter Officer Registration</b> <i>Includes Registration Materials, Sessions, Presentations, and Lunch</i>		<b>\$25 – Early Bird</b> <b>\$35 – Regular</b>
<b>Chapter Adviser / Chaperone Registration</b> <i>Includes: Registration Materials, Sessions, Presentations, and Lunch</i>		<b>\$25 – Early Bird</b> <b>\$35 – Regular</b>
<b>Add On: Chapter President Installation and Pinning Ceremony</b> <i>Includes: Participation of Chapter President Installation Ceremony, Chapter President Lapel Pin and personalized Certificate, Photo Opportunity with State President, Jhiriss Smith</i>		<b>\$10</b>
<b>Add On: Overnight Bunk Lodging Before DISCOVER Training</b> <i>Includes: Bunk Lodging without linens in one of the bunk cabins at Camp and breakfast the day of DISCOVER Training. Note: If interested in Hotel Style Lodging, please contact Caitlin Roberson</i>		<b>\$30 per person</b>
<b>Add On: National FCCLA Posters</b> <i>Includes: 2024-2025 Membership Kit Items:</i> <ul style="list-style-type: none"><li>• Quarterly Communications Calendar (11x17)</li><li>• National FCCLA At-A-Glance (36x24)</li><li>• Competitive Events Poster (11x17)</li><li>• Membership Poster (14.5x22)</li><li>• Career Pathways &amp; Competitive Events Poster (11x17)</li><li>• Why Join FCCLA Flyer (8.5x11)</li></ul>		<b>\$20</b>
<b>Add On: 2024-2025 Georgia FCCLA Chapter Manual</b> <i>Includes: Full Color Magazine-style print out of the Georgia FCCLA Chapter Manual</i>		<b>\$12</b>
<b>Add On: 2024-2025 Georgia FCCLA Competitive Events Guide</b> <i>Includes: The Georgia FCCLA Competitive Events Guide printed, and hole punched in a National FCCLA Binder.</i>		<b>\$25</b>

## Payments

### Payment Postmark Deadline

For DISCOVER Training in Covington – Payment Postmark Deadline is August 16<sup>th</sup>, 2024

For DISCOVER Training in Fort Valley – Payment Postmark Deadline is September 6<sup>th</sup>, 2024

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](mailto: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, including registration fees, lodging (if applicable), meals, travel, etc.
- Provide student with necessary event information, including costs and [Multiple Release Form](#).
- 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**
  - 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](#) are properly completed for each attendee.
- Fill out and Sign the [Adviser Responsibility Form](#).
- Upload the [Multiple Release Forms](#) and [Adviser Responsibility Form](#) in advance **or** Bring the [Multiple Release Forms](#) and [Adviser Responsibility Form](#) with you to DISCOVER Training.
  - Note: The State Office will scan these forms and return them to you. To expedite the process, please do not staple the forms together.

## Items each student attendee should bring

- Writing Utensil – Pen or Pencil
- Notebook or Paper on a clipboard (Some workshop rooms will have table to bear down on, but not all)
- Comfortable Shoes – They will be walking around Camp to get to their workshops

## Packing List for Chapters adding-on Overnight Lodging

- Twin Ben Linens (Fitted) and Blankets or Sleeping Bag + Pillow(s)
- Toiletries [toothbrush, toothpaste, deodorant, hairstyling products, shampoo/conditioner/soap] and Towels (and shower shoes, if needed) for Shower, Medications
- Pajamas, Undergarments, Attire for DISCOVER Training, Socks/Shoes

## Deadlines for DISCOVER Training in Covington

DATE	DEADLINE
August 9 <sup>th</sup> , 2024	<a href="#">Early Bird Registration Deadline</a>
August 13 <sup>th</sup> , 2024	<a href="#">Regular Registration Deadline</a>
August 16 <sup>th</sup> , 2024	<b>Payment Postmark Deadline</b> Checks should be made out to “Georgia FCCLA” Checks should be mailed to Georgia FCCLA - P.O. Box 840 Bogart, GA 30622
August 20 <sup>th</sup> , 2024	<a href="#">Required Forms for Students and Advisers Online Submission Deadline</a>
August 22 <sup>nd</sup> , 2024	<b>Event Day</b> <ul style="list-style-type: none"> <li>- Bring <a href="#">Multiple Release Forms</a> and <a href="#">Adviser Responsibility Form</a>, if needed</li> <li>- Bring Payment for Registration, if needed</li> </ul>

## Deadlines for DISCOVER Training at Camp John Hope

DATE	DEADLINE
August 23 <sup>rd</sup> , 2024	<a href="#">Early Bird Registration Deadline</a>
August 30 <sup>th</sup> , 2024	<a href="#">Regular Registration Deadline</a>
September 6 <sup>th</sup> , 2024	<b>Payment Postmark Deadline</b> Checks should be made out to “Georgia FCCLA” Checks should be mailed to Georgia FCCLA - P.O. Box 840 Bogart, GA 30622
September 10 <sup>th</sup> , 2024	<a href="#">Required Forms for Students and Advisers Online Submission Deadline</a>
September 12 <sup>th</sup> , 2024	<b>Event Day</b> <ul style="list-style-type: none"> <li>- Bring <a href="#">Multiple Release Forms</a> and <a href="#">Adviser Responsibility Form</a>, if needed</li> <li>- Bring Payment for Registration, if needed</li> </ul>

# 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](#)

## **Registration Capacity for DISCOVER Training**

**DISCOVER Training at the Georgia FFA-FCCLA Center in Covington – 500 attendees capacity**

**DISCOVER Training at Camp John Hope in Fort Valley – 450 attendees capacity**

**The maximum attendee limit per chapter is ten (10) attendees.**

DISCOVER Training is for your chapter officers, not your entire chapter. If you do not currently have chapter officers, you are able to bring students who will potentially be your chapter officers for the school year.

## **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 requiring special accommodations, please complete the special needs section in the registration system. This includes wheelchair access, interpreter services, dietary restrictions, and food allergies. The State Office will report the number of vegetarians, vegans, and specific food allergies to the camp staff to ensure appropriate meal preparations. Be sure to specify any student food allergies during the registration process.

## **Lodging / Overnight Accommodations**

***Deadline: Registration Deadline for the event***

Most chapters opt to drive to The Georgia FFA-FCCLA Center or Camp John Hope and return the same day, as Georgia FCCLA does not provide transportation. However, if your chapter requires lodging the night before a DISCOVER Training, you can select the bunk lodging add-on during registration. Please ensure you select this option for all students attending the event.

## **Required Forms for Attendees and Advisers:**

- [Multiple Release Form](#) – One per student attendee
- [Adviser Responsibility Form](#) – One per Chapter [All Chapter Advisers attending the event should sign-off]
- Required Forms for Students and Advisers Online Submission Form – Submit your forms in advance to

# 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 – Tentative Schedule for Covington

## **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
3:00 PM – 3:30 PM	President Installation Ceremony / Closing Ceremony
3:30 PM	Dismissal

# DISCOVER Training – Tentative Schedule for Camp John Hope

## Tentative Schedule:

9:00 AM	Registration Check-In
10:00 AM – 10:45 AM	Opening Ceremony and State/Region Officer Introductions State President’s Workshop for all attendees
10:55 AM – 11:25 AM	Workshop #1
11:30 AM	Lunch – Red Group
12:15 PM	Lunch – Yellow Group
1:00 PM	Lunch – Green Group
1:45 PM – 2:10 PM	Workshop #2
2:15 PM – 2:40 PM	Workshop #3
2:45 PM – 3:10 PM	Workshop #4
3:15 PM – 3:30 PM	Presidents Installation Ceremony / Closing Ceremony

### RED GROUP led by State and Region Officers

- 11:30 AM - 12:10 PM - Lunch
- 12:15 PM - 12:55 PM - FCCLA Store / Photo / Kahoot / BINGO of GAMES in Tabor
- 1:00 PM - 1:40 PM - Poster Making and Initiatives - Pavilion

### YELLOW GROUP led by State and Region Officers

- 11:30 AM - 12:10 PM - Poster Making and Initiatives - Pavilion
- 12:15 PM - 12:55 PM - Lunch
- 1:00 PM - 1:40 PM - FCCLA Store / Photo / Kahoot / BINGO or GAMES in Tabor

### GREEN GROUP led by State and Region Officers

- 11:30 PM - 12:10 PM - FCCLA Store / Photo / Kahoot / BINGO or GAMES in Tabor
- 12:15 PM - 12:55 PM - Poster Making and Initiatives - Pavilion
- 1:00 PM - 1:40 PM - Lunch

Note: If we max out Tabor Hall and cannot hold our General Session in that room, we will move to a different schedule, see below.

TABOR\* = During this session, we will complete the Chapter President’s Installation Ceremony.

ACTIVITY CENTER / WALTERS HALL / TABOR = Designated time for lunch

Chapters will be divided up in Red, Yellow, and Green Groups and they will receive their color designation on-site.

Time	Event Description	Red Group	Green Group	Yellow Group
9:00 AM – 10:00 AM	Registration			
10:00 AM – 10:30 AM	Opening & Workshop	TABOR	ACTIVITY CENTER	WALTERS HALL
10:35 AM – 11:05 AM	Workshop	TABOR	ACTIVITY CENTER	WALTERS HALL
11:10 AM – 11:40 AM	Workshop	TABOR *	ACTIVITY CENTER	WALTERS HALL
11:50 AM – 12:10 AM	Lunch or Workshop	ACTIVITY CENTER	WALTERS HALL	TABOR
12:15 PM – 12:35 PM	Lunch or Workshop	ACTIVITY CENTER	WALTERS HALL	TABOR
12:40 PM – 1:00 PM	Lunch or Workshop	ACTIVITY CENTER	WALTERS HALL	TABOR *
1:05 PM – 1:25 PM	Lunch or Workshop	ACTIVITY CENTER	WALTERS HALL	TABOR
1:30 PM – 1:50 PM	Workshop	ACTIVITY CENTER	WALTERS HALL	TABOR
2:00 PM – 2:30 PM	Workshop	WALTERS HALL	TABOR	ACTIVITY CENTER
2:35 PM – 3:05 PM	Workshop	WALTERS HALL	TABOR	ACTIVITY CENTER
3:10 PM – 3:40 PM	Workshop	WALTERS HALL	TABOR *	ACTIVITY CENTER

## **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.

