

SECTION VI FORMS

ADVISOR CHECKLIST

2012 National Law Enforcement Exploring Conference

<u>DEADLINE</u>	<u>ITEM</u>	<u>NOTE</u>
Open until March 2, 2012	<ul style="list-style-type: none"> ▶ Post Reservation/Security Deposit ▶ Deposit of \$100 	Use online registration system print and mail along with check to: NLEEC, 1329 West Walnut Hill Lane, Irving, TX 75038. Post deposit is nonrefundable
March 23	▶ Nomination Form for 2012-2014 National Youth Representatives.	Mail to: NLEEC at above listed address.
April 20	<ul style="list-style-type: none"> ▶ Individual Deposit of \$50 per person (\$475 fee per person) ▶ Fee Transmittal Form 	Use online registration system print and mail along with check to: NLEEC at above listed address. Note These deposits are nonrefundable.
May 4	▶ Complete Learning for Life Outing Permit (Local or National version depending on distance of travel to conference). Submit to local Learning for Life office.	File with your <u>local</u> Learning for Life office. The local office will forward to the regional office for approval. The form will be returned to you. <u>You will need to submit this form when you report to the registration office at the conference.</u>
May 11	▶ Pre-Conference Lodging Registration Form.	Mail this form, along with copy of Housing/Check-in Roster <u>and</u> fees to NLEEC at above listed address.
May 25	▶ Exploring U.S.A. Application for Exhibit Space Form	Send separate application for each booth to NLEEC at above listed address.
June 1	<ul style="list-style-type: none"> ▶ Youth and Adult Registration Form for each participant ▶ Learning for Life Medical Form for each participant ▶ Competition Registration Form ▶ Conference Housing/Check-in Roster ▶ Balance of all conference fees 	Mail <u>copy</u> of medical forms along with <u>original</u> of all other forms and final fees to: NLEEC at above listed address. Note: Primary Advisor traveling with Explorers to/from conference is to have medical forms in his/her possession in the event of an emergency in which medical information or consent is required for treatment.
June 15	▶ Cancellation and Refund Request	Cancellation and Refund request, in writing, must be received on or before this date for full refund minus non-refundable individual deposit of \$50. See Cancellation and Refund Policy in this guidebook for information regarding requests made after June 15.
June 22	▶ Transfer (Substitution) of Paid Registration to Another Person Request	No fee for transfer request on or before July 13. After this date a \$50 administrative fee will be assessed.
Conference Begins! July 16	▶ Arrival at Colorado State University	Posts should plan on <i>arriving</i> by 2:00 p.m. in order to allow sufficient time to check in, get situated, and oriented prior to the opening show. The Advisor must provide the following at registration: 1.) Local Learning for Life office number and city; 2.) An approved Learning for Life outing permit; and 3.) Confirmation letter.
July 24 through August 31	▶ Conference After-Action Evaluation (Online Writable PDF available)	While the conference experience is still fresh on your mind, take a moment and complete the form and mail to NLEEC at above listed address or email chardrick@lflmail.org .