

2012 National Law Enforcement Exploring CONFERENCE HOUSING/CHECK-IN ROSTER

ID # _____ Post # _____ LFL Office # _____ LFL State* _____ Arrival date _____ Departure date _____

We will do our best to keep posts from the same state and Learning for Life office together in order to share leadership for posts submitting the form by the deadline of APRIL 30 to: Law Enforcement Exploring Conference, 1329 W. Walnut Hill Lane, Irving, TX 75038. Bring any changes to the roster with you to registration at the conference. When replacing a participant, they MUST BE the same category: *Category: ME – Male Explorer FE – Female Explorer AM – Adult Male AF – Adult Female

	Last Name	First Name	Category* (See above)	FOR ADVISORS USE			Disability/Kosher Meal Needs
				Building	Room	Key In Out	
Room 1							
Room 2							
Room 3							
Room 4							
Room 5							
Room 6							
Room 7							

If there are any problems with this form please call _____
Advisors' Name (please print) Phone # _____

KEEP A COPY FOR YOUR RECORDS!

Post Advisor Signature _____ Date _____

FOR MORE ROOMS YOU CAN COPY THIS FORM OR OBTAIN EXTRA COPIES FROM THE WEBSITE – WWW.LEARNINGFORLIFE.ORG/EXPLORING/LAWENFORCEMENT
 ANY CHANGES SHOULD BE SENT USING A COPY OF THIS FORM WITH THE REVISIONS CLEARLY MARKED AND DATED.

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INSTRUCTIONS ON BACK

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	Last Name	First Name	Category* (See above)	FOR ADVISORS USE			Disability/Kosher Meal Needs
				Building	Room	Key In Out	
Room 8							
Room 9							
Room 10							
Room 11							
Room 12							
Room 13							
Room 14							

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INSTRUCTIONS ON BACK

Housing/Check-in Roster Directions

1. Submit the roster for each person attending the conference with your post, Explorer or adult. Please do not use nicknames if they are different from the individual registration form.
2. Assignments are made two to a room. Partial room assignments will be filled by participants from another post. Explorers MUST be roomed with Explorers, Advisors with Advisors, male with male, and female with female. (This rule does not allow parents to be housed with their child or for husband and wife to room together.) Forms will automatically be updated if received with Explorers and adults in the same room.
3. Sections titled, "Building", "Room", or "Key" are for the Advisors use at conference.
4. Use the "Disability/Kosher Meal Needs" section to indicate special needs. All requests for Kosher meals special needs must be submitted prior to April 30. Kosher meals will require an additional expense.
5. DO NOT USE THIS FORM FOR MORE THAN ONE POST.
6. We MUST have each person's category; that is, adult or youth, male or female.
7. Mail to Law Enforcement Exploring, 1329 West Walnut Hill Lane, Irving, Texas, 75038, no later than April 30.
8. If you have any questions, please call Cathy at 972-580-2418.
9. Copy form if needed. Forms can be downloaded from the website www.learningforlife.org/exploring.
10. If the Housing/Check-In Roster is not submitted by the deadline a roster will be created for the post and changes will not be permitted.