



NATIONAL LEADERSHIP CONFERENCE REGISTRATION GUIDE 2018





National Leadership Conference

CONGRATULATIONS!

Attending the FBLA National Leadership Conference is an experience that less than 4% of all members in the world get a chance to experience. It's unbelievable. It's exciting. It's where the best of the best in FBLA assemble. We are excited to have you joining us!

NEVADA FBLA TRAVEL PACKAGE OVERVIEW

The Nevada FBLA NLC 2018 Travel Package is a complimentary service of Nevada FBLA. This package is offered to maximize the NLC experience as a united state delegation. **The 2018 travel package is a LAND ONLY PACKAGE. Individual Chapters are responsible for their own air and ground transportation arrangements.**

Travel Package Includes:

- 6 nights lodging at an official conference hotel
 - Nevada is assigned to Kimpton Hotel Monaco Baltimore, which a few blocks from the convention center and main conference activities. The Virgin Islands and Cayman Islands are also assigned to this hotel.
- NLC Conference Registration & Insurance
- 10 state trading pins
- Spirit item for general session
- Nevada FBLA NLC Shirt and Backpack
- State Day Activity in Washington, DC

General Information:

June 26, 2018:	Arrive in Baltimore
June 27, 2018:	State Day at Washington, DC
June 27-28, 2018	OPTIONAL Institute for Leaders (IFL) – Additional Fees
June 28-July 1, 2018:	National Leadership Conference General Sessions, Workshops, Competitive Events, Open Events, activities, and touring
July 2, 2018:	Return home

On Site NLC Coordination for the 2018 National Leadership Conference in Anaheim will be managed by Nevada FBLA. Nevada FBLA is not a travel agency. Because the package rate includes a set number of nights, no flexibility exists for deviation from this group conference package. Individual chapters are welcome to arrive early/stay beyond the timeframe of the conference, but all housing arrangements will be the responsibility of the individual chapter until the group arrival date. The ONLY way for Nevada FBLA Members and Advisers to stay in the conference hotel is by participating in the state travel package.

<p>INTENT TO COMPETE DEADLINE: April 26, 2018 by 5:00pm – ONLINE REGISTRATION FORM RECEIPT DEADLINE -- ONLINE: May 1, 2018 CHAPTER PROJECTS, RESUMES, & REPORTS DEADLINE -- RECEIPT: May 1, 2018 50% DEPOSIT RECEIPT DEADLINE: May 8, 2018 FINAL PAYMENT RECEIPT DEADLINE (PAYMENT, NOT PO): June 1, 2018</p>	<p>888-677-4534 nevadafbla.org</p>	<p>f t i nevadafbla</p>
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IMPORTANT NEVADA FBLA FACTS REGARDING NLC 2018

- All registration processes will be online in a similar program to what was used for SBLC.
- All Nevada competitors are required to register through the state. The only way to stay at the conference hotel is to travel with the state delegation. The only way to compete is to stay at the conference hotel. There are no exceptions to this policy.
- Nevada FBLA will register you for conference with the National Center. **DO NOT register online, as you will be responsible for payment of any additional fees that result in duplicate registrations.**
- Advisers **will be assigned** NLC Duties by National FBLA. These could be on June 28, 29 or 30.
- Substitute advisers are allowed by Nevada FBLA, contingent upon local school/district approval. If a chaperone is covering for your school, it is customary to provide a stipend of \$100 to the gracious person accepting responsibility for your students. These arrangements are not facilitated by the state office.
- Lodging for students will first be grouped by chapter. However, to make the quad rooming arrangement, students may be paired with other members from across state. To prevent this, you do have the option of selecting a single, double or triple room for your students.
- It is crucial that you meet all deadlines. Unlike with other events this year where Nevada has had the flexibility to extend our internal deadlines, all these deadlines correlate with national deadlines and there is no flexibility.
- At the request of the Board of Advisers, the travel is 6 days instead of 7 and chapters now have the choice of participating in a state day activity, IFL, or planned chapter activity.

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INFORMATION ON COMPETITION & LEADERSHIP PROGRAM

- Intent to Compete Forms are due for **every competitor placing 1-10th place**. Please be sure to fill out intent to compete for all your students who placed at any level in their events!
- Intent to Compete Forms are due **by April 26 at 5:00 p.m.**
- Intent to Compete Forms are to be **completed online** at <http://nevadafbla.org/resource-library#nlc>. Email, FAX, and U. S. Mail will not be accepted.
- If Intent to Compete Forms are not received by April 26, then the competitor space for NLC may be released.
- If Travel Forms are not received by May 1, 2018, the NLC space may be released.

All Competition Materials are due to be uploaded by May 1, 2018.

Reports, Job Interview, Future Business Leader: http://bit.ly/NVFBLA_NLV_PDF

Events with URL and Statement of Assurance: http://bit.ly/NVFBLA_NLC_SOA

These materials MUST be uploaded and received by 5:00 pm on May 1.

- School site skills tests must be sent directly to the national center by **May 9, 2018**.
- All participants for NLC must **follow the National Awards Program Guidelines** (refer to Chapter Management Handbook or www.fbla-pbl.org). Do not refer to Nevada Competition Guidelines. **KNOW YOUR GUIDELINES!**
- ***If 50% deposits for NLC are not received by May 8, the NLC space may be released.***

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FOR MORE INFORMATION

- Regular NLC updates will be emailed to advisers for distribution to parents and participants.
- NLC information will be posted regularly to the Nevada FBLA State Website.
- NLC travel questions should be directed to Carla Boulton at 573.281.0459 or by email at carla@Nevadafbla.org.

WHERE TO SEND NLC MATERIALS

All materials for the National Leadership Conference, except School Site Skills Tests, should be uploaded online. Any questions or comments, should be addressed to:

Nevada Future Business Leaders of America
Carla Boulton
carla@Nevadafbla.org
Phone 573.281.0459

WHERE NOT TO SEND MATERIALS

- Do not send required NLC materials to National FBLA **except** for School Site Skills Tests.
- Do not send required NLC materials to your school district (unless your school district requires copies or additional district only forms).

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Pricing Structure:

Single Occupancy	\$1,763
Double Occupancy *	\$1058
Triple Occupancy*+	\$853
Quad Occupancy+	\$728

**Students wanting a package other than quad require that all occupants of that room agree to pay the higher price and roommate names match on the registration form.*

+Advisers wanting a package other than single or double must include all roommate names at the time of registration. All roommate names must match on the registration form.

State Day Activity

Washington, DC Trip \$75 per person (included above)

Includes:

- Round trip transportation from hotel to the Washington Mall
- One 24-hour hop-on-hop off tour ticket including twilight monument tour
- \$20 Dining voucher for the National Museum of American History

*Please note that any chapter with students splitting between IFL and State Day need to have an adult chaperone on the state day excursion.

Registering:

To purchase your NLC Travel packages, you will need to complete the online “one per school” form, along with one “one per traveler” form for each student attending NLC. The forms in this packet are samples to assist you in preparing for registration.

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THE FOLLOWING FORMS NEED TO BE COMPLETED ONLINE

Please fill out this form and update to the online form. It is recommended that the attendee form be printed and handed out to each attendee from your chapter, and then entered the online form.

SAMPLE FORM One Per Chapter – Information Required:

School Name: _____

Adviser Name: _____

Adviser Email: _____

Adviser Phone Number: _____

Adviser Cell Phone Number: _____

Traveling Chaperone Name: _____

Traveling Chaperone Phone/Cell: _____

Traveling Chaperone Email: _____

Total Students Attending-Quad Room (WILL PROVIDE ROOMMATE MATCHIING): _____

Total Student Attending-Triple Room (MUST BE FROM SAME CHAPTER): _____

Total Students Attending-Double Room (MUST BE FROM SAME CHAPTER): _____

Total Students Attending-Single Room: _____

Total Adviser Attending-Quad Room (MUST PROVIDE LIST OF ROOMMATES): _____

Total Adviser Attending-Triple Room (MUST PROVIDE LIST OF ROOMMATES): _____

Total Adviser Attending-Double Room (WILL PROVIDE ROOMMATE MATCHING): _____

Total Adviser Attending-Single Room: _____

Total Advisers going to IFL: _____

Total Students going to IFL: _____

Total Washington, DC Trip: _____

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SAMPLE FORM One Per Attendee—Information Required:

Traveler Legal Name: _____
First Middle Last

Traveler School: _____

Traveler Type (Student/Adviser-Chaperone): _____

Traveler Mobile Phone: _____

Traveler Date of Birth: _____

Parent/Guardian Name: _____

Parent/Guardian Phone and Cell: _____

Parent/Guardian Email: _____

Shirt Size: _____

Competitive Event (if competing): _____

IFL Track Request (if attending IFL): _____

Room Type (must match school overview): _____

Roommate Requests: _____

Name School

Name School

Name School

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