

2008 FBLA NATIONAL LEADERSHIP CONFERENCE

Pennsylvania FBLA Competitors' Materials Packet

Item Description	Labeled As Form #	Received by Date to Mr. Boncal	Received by Date to National Office	Postmark Date to Janet Skiles
Event Entry Form (white)	Form # varies by event	April 19, 2008		
Special Needs Form (gold)		April 19, 2008		
Dance Chaperone Form (bright orange)		April 19, 2008		
Event Administrators Form (darker blue)		April 19, 2008		
NLC Travel Package (white)				
Contact info.	Form A	April 12 or April 19		
Reservation Form	Form B	April 12 or April 19		
Airline Passenger List	Form C	April 12 or April 19		
Rooming List	Form D	April 12 or April 19		
Traveler Form	Form E	April 12 or April 19		
Shirt Order Form	Form F	April 12 or April 19		
Atlanta Braves/Turner Field—optional		May 9	separate payment must be included	
Deposit Form--\$200/person		April 12 or April 19	depending on departure location	
NLC Travel Package (white)	***final payment due date***			May 9, 2008
NLC Online Registration	no form	Info on sheet	May 9, 2008	
Adviser/Guest/Chaperone Emergency Form (gray)	Form #17	June 1, 2008		
Student Emergency Form (yellow)	Form #19	June 1, 2008		
Accompanying Form (pink)	Form #18	June 1, 2008		
Reimbursement for Travel (salmon)	Form #3	July 31, 2008		
Competitor's Evaluation (buff)	Form #1	July 31, 2008		
Reimbursement Card (lime)	Form #4	July 31, 2008		

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SEQUENCE OF FORMS IN NATIONAL LEADERSHIP CONFERENCE PACKET

Item Description	Color	Comments
1. Cover Letter from Executive Director	Bright Yellow	
2. Materials Packets Due Dates	Bright Red	
3. Event Entry Form (one for each student)	White	Due April 19; send to Mr. Boncal
4. Special Needs Form	Goldenrod	Due April 19; send to Mr. Boncal
5. Reimbursement for Travel Form (one for each student)	Salmon	Due July 31; take to the national conference; return to Mr. Boncal
6. Participant Financing Policy	Pink	
7. Event Winner's Evaluation Form (one for each student)	Yellow	Due July 31; take to the national conference; return to Mr. Boncal
8. NLC Reimbursement Card (one for each student)	Lime	Due July 31; take to the national conference; return to Mr. Boncal
9. NLC Online Registration Info—how to access the web site	Turquoise	
10. Conference Registration Information	Bright Pink	Register and pay by May 15 for early bird rates
11. Registration Rates	Pastel Pink	
12. FBLA Conference Schedule	Salmon	
13. Competitive Events Schedule	Ivory	
14. Code of Conduct	Bright Yellow	
15. Dress Code	Lime Green	
16. Travel Package Cover Sheet	White	
17. Travel Package General Instructions	White	
16. Travel Form A—Deposit Form	White	Due April 12 or April 19; return to Mr. Boncal
17. Travel Form B—Travel Reservation Form	White	Due April 12 or April 19; return to Mr. Boncal
18. Travel Form C—Airline Passenger List	White	Due April 12 or April 19; return to Mr. Boncal
19. Travel Form D—Rooming List	White	Due April 12 or April 19; return to Mr. Boncal
20. Travel Form E—Traveler Information Form	White	Due April 12 or April 19; return to Mr. Boncal
21. Travel Form F—NLC Shirt	White	Due April 12 or April 19; return

Order Form		to Mr. Boncal
22. Travel Form G—Atlanta Braves vs. Milwaukee Brewers	White	Due May 9; return to Mr. Boncal
Atlanta Visitor web site	No paper copy; download a visitor guide	Visit: http://www.atlanta.net/
23. Tour Information	White	
24. Adviser/Guest/Chaperone Emergency Form (one per adult)	Gray	Due June 1; send to Mr. Boncal
25. Student Permission Form (one for each student)	Yellow	Due June 1; send to Mr. Boncal
26. Accompanying Form (one per chapter)	Pink	Due June 1; send to Mr. Boncal
27. Event Administrator Form	Darker Blue	Due April 19; send to Mr. Boncal
28. Closing Social Event Form	Bright Orange	Due April 19; send to Mr. Boncal
29. Press Release	White	
30. NLC Registration Change/Cancellation Form	Turquoise	
31. NLC Registration Refund Request (80% refund)	Red	Due June 12; send to national office; no refund after June 1
32. Judge Request Form	Pumpkin	Due May 9; send to national office
33. Workshop Presenter Form	Hot Pink	Due May 9; send to Mr. Boncal
34. Certiport, CLEP Exam Info.	White	
35. NLC Internship Application	Purple	Due May 2; send to national office
36. Computer/Projector Rental Form	Green	Due to Vernon Computer Source by June 1
37. Credit Card Authorization Form	Blue	Due in lieu of check; follow other deadline dates listed above.