

STEPS TO PARTICIPATING AT THE NATIONAL LEADERSHIP CONFERENCE

All NLC materials found at: www.pafbla.org – main page AND downloadables section.

All forms will be online fillable forms.

All final forms will be posted on website by 8:00 am, Monday, April 16.

All questions regarding the following should be directed to:

1. Competitor participation in NLC events
 - a. If your competitor cannot participate at the NLC, please notify Bruce Boncal ASAP.
 2. NLC event entry forms
 3. NLC package plan invoicing and payments
- >Bruce Boncal, PA FBLA Executive Director – bboncal@pafbla.us, 570.279.6998 (voice/texts)

All questions regarding the following should be directed to:

1. NLC travel package
 2. NLC travel forms
 3. NLC lodging
 4. NLC tours
 5. NLC optional transportation
- >Janet Skiles, PA FBLA Conference Coordinator – jskiles@pafbla.us, 412.576.2826 (voice/texts)

Follow these steps to successfully participate at the NLC:

1. Attend the NLC Orientation Meeting (held immediately after the Awards Program).
 - a. Review PA FBLA travel package options: Gold package, Blue package
 - b. The link to the travel package is: http://www.pafbla.org/downloads/17-18_NLC_Files/2018_NLC_Travel_Package.pdf
2. Seek school and parent approval.

Once your competitor has confirmed that he/she will participate at the NLC:

3. **Complete event registration form** (submitted to Bruce Boncal) once you confirm participation no later than April 30 for all competitive events: <https://pafbla.wufoo.com/forms/s1nxx2uy1o8pmq8/> (one student per form)
 - a. For school-site test competitors in Computer Applications, Database Design & Applications, Spreadsheet Applications, and Word Processing, complete the schools-site test request/administrator form: <https://pafbla.wufoo.com/forms/r1u688ku0fmbay1/>
 - b. For events that involve the submission of reports, changes may be made to those reports based on PA FBLA SLC judges' feedback. Final report uploads must be made to the PA FBLA Executive Director no later than April 30 using the following link: <https://pafbla.wufoo.com/forms/p1kyzzj70e1rjh6/>

Complete the necessary travel forms:

4. **Complete Form A – Travel Deposit Form.** Complete Submit \$200 per person deposit by April 30. Complete all travel forms by April 30. The link to Form A is: <https://pafbla.wufoo.com/forms/r1l0axb510puv1r/>

- a. **Wait for invoice from PA FBLA to pay.**
 - b. **Payment options: cash, check, money order, purchase order, credit card (3% convenience fee), ACH (bank transfer). If using a purchase order, the full balance is due June 6, 2018.**
 - c. **Individual invoices can be sent to parents (copied to adviser) at the adviser's request. Contact Bruce Boncal for these special situations.**
5. **Complete Form B – Travel Package Selection.** Complete the choice of your travel package by April 30. The link to Form B is: <https://pafbla.wufoo.com/forms/r1u19tap1d90seh/>
 6. **There is no Form C.** Since there is no air travel, there is no Form C this year.
 7. **Complete Form D – Hotel Rooming List.** Identify the room type choice and the occupants in each room by April 30. The link to Form D is: <https://pafbla.wufoo.com/forms/ruma47i12n7m1a/>
 8. **Complete Form E – NLC Shirt Order.** Identify the shirt size necessary for each person by April 30. The link to Form E is: <https://pafbla.wufoo.com/forms/r1s2szhm04y03xp/>
 9. **Complete Form F – Add-ons for Those on Blue Package.** Use this form to add options to blue package travelers by April 30. The link to Form F is: <https://pafbla.wufoo.com/forms/s1upixq20fwmicz/>
 10. Submit final payment to PA FBLA by May 15. Wait for an invoice from PA FBLA for the cost of your NLC travel package.

Pay the conference attendees' NLC registration fee to the national office through the national FBLA website:

11. Register on national web site for early-bird discount no later than May 18 – www.fbla-pbl.org. Advisers should register the conference attendees. To register, the following information is needed to sign on to the national FBLA web site: (1) chapter #, (2) password: **service**
 Contact Bruce Boncal is unsure of chapter # or how to register.
 - a. Pay by May 18: \$115 per person (early-bird fee)
 - b. Pay May 19-June 10: \$125 per person
 - c. Pay June 11 or later: \$175 per person
12. Stay tuned to NLC Alert emails from Bruce Boncal to guide you through the process.

Deadlines for Reports/Pre-judged Items: April 30
 You may revise/update reports before submission.

Deadline for school-site tests: May 15
 You may administer school-site tests May 1-May 15.

Submit reports/pre-judged items by deadlines via PA FBLA WuFoo forms or instructions from PA FBLA Executive Director.

Competitor Reimbursement AFTER the NLC: \$200 per competitor
 Must complete:

1. Test evaluation (complete immediately after test through an online form provided by PA FBLA)
2. Request for payment (must be completed no later than August 1 via an online form)
3. NLC attendance punch card (collected at end of Awards Program)

In order to receive the \$200 reimbursement, the competitor must attend each of the required sessions:

- a. Pennsylvania meeting, June 27, 9:00-10:00 pm
 - b. Opening Session and Campaign Rally, June 28, 7:00-9:00 pm
 - c. Eastern Region Campaign Rally and Recognition Session, June 29, 5:30-6:30 pm
 - d. Eastern Region Voting Session (local chapter voting delegates only), July 1, 9:00-9:45 am
 - e. Awards of Excellence Program, July 1, 6:00-9:00 pm
 - f. Participate in competitive event requirements.
- If the competitor does not attend the Pennsylvania meeting, the maximum reimbursement will be \$100.
 - If the competitor does not attend the Awards of Excellence program, the maximum reimbursement will be \$100.
 - If the competitor does not participate in his/her competitive events, there will be no reimbursement.
 - If the competitor misses any other required session other than the Pennsylvania meeting or the Awards Program, there shall be no reimbursement.

FAQs (frequently asked questions):

1. Must the adviser accompany the student to the National Leadership Conference?
 - a. Answer: No. However, the students must be accompanied by an adult chaperone. Students are not permitted to travel on their own. Parents are welcome to serve as chaperone for their students.
2. Must the competitor/chaperone use the PA FBLA travel package?
 - a. Answer: No. However, the national office has scheduled FBLA states in more than 40 hotels across the Baltimore region with some as far away as the BWI airport. PA FBLA has a room block at the Sheraton Baltimore Inner Harbor, which is connected to the Baltimore Convention Center where all events will be held.
3. Can families travel with the group?
 - a. Answer: Yes. They may travel with the group and pay the same prices as listed on the travel package. The package price that is paid is determined by the plan selected (gold or blue) and the number of individuals occupying the room.
4. Do parents need to pay the registration fee if accompanying the student to the NLC?
 - a. Answer: There is a reduction in costs for guests (parents, other family) if they want to attend the Opening Session or the Awards Session. The early-bird fee is \$50. If the parent only wants to attend the Awards Program, the parent/other family members can purchase tickets for that event only at \$25 each at the Baltimore Convention Center Registration Desk on July 1. Since we are so close to the NLC, it is possible for parents/family/friends to drive down for the day to attend the Awards Program only as long as someone has purchased the required number of tickets AND all parents/family/friends are in compliance with the FBLA dress code.