

2018 NATIONAL LEADERSHIP CONFERENCE
Participant Financing by the State Chapter

The PA FBLA Board of Directors has adopted the following policy regarding financing participants at the National Leadership Conference:

The state chapter shall fund competitors equally, based on the budget recommended by the Finance Committee and approved by the PA FBLA Board of Directors. State officers will be financed in accordance with the approved state budget.

The following conditions must be met to receive reimbursement:

State officers and competitors must attend and check in with the Executive Director or his/her designee for ALL sessions listed on the NLC Reimbursement Card and listed on this form. Competitors must participate in their events and complete and submit the necessary documents on the schedule listed at the end of this document.

The NLC attendance card will be distributed at the Pennsylvania state meeting on June 27, 2018, in Baltimore, Maryland.

THE 2018 NATIONAL LEADERSHIP CONFERENCE REIMBURSEMENT RATE FOR EACH NLC COMPETITOR IS \$200.

Competitors are eligible for a reduced refund based on the following schedule:

1. \$100 reimbursement only if the competitor does not attend the Pennsylvania state meeting.
2. \$100 reimbursement only if the competitor does not attend the Awards Program.
3. There will be no reimbursement if the competitor does not attend any of the other required sessions UNLESS the student is involved in a competitive event and is unable to attend the required session.

The required sessions are:

1. **Pennsylvania State Meeting, June 27, 2018, 9:00-10:00 pm at the Sheraton Inner Harbor.** The participant must be in attendance at the time of roll call and at the end of the meeting.
2. **Opening Session and Campaign Rally, June 28, 2019, 7:00-9:00 pm at Baltimore Convention Center.** The participant must be in attendance from the start of the session to the end of the session. There will be reserved seats for the Pennsylvania delegation; all Pennsylvania attendees should sit as part of the delegation.
3. **Eastern Region Campaign Rally and Recognition Session, June 29, 2018, 5:30-6:30 pm, location TBD.** The participant must be in attendance from the start of the session to the end of the session UNLESS the participant is involved in his/her competitive event.
4. **Eastern Region Voting Session (for local chapter voting delegates), July 1, 2018, 9:00-9:45 am, location TBD.** Pennsylvania FBLA staff will be at the voting area to take attendance; in addition, the national office will provide confirmation of those who voted during this time.
5. **Awards of Excellence Program, July 1, 2018, 6:00-9:00 pm, Baltimore Convention Center.** The participant must be in attendance from the start of the session to the end of the session. There will be reserved seats for the Pennsylvania delegation; all Pennsylvania attendees should sit as part of the delegation.

6. **Competitor's Objective Test and/or Preliminary and/or Final Round Performance.**
7. **The competitor must complete the following documents and submit them by the following deadlines:**
 - a. **Online Test Evaluation Form – deadline August 1, 2018**
 - i. <https://pafbld.wufoo.com/forms/pldr6h8e11y4j0u/>
 - ii. Test Evaluation Requirements:
 1. **It is strongly recommended that the event evaluation be completed while at the NLC as soon as the event is completed so that content/details are fresh in the competitor's mind.**
 2. Please make sure you provide as detailed a review of your objective test (if applicable); your preliminary round interview/performance details; and your final round interview performance details.
 3. Please include:
 - a. Specific test content/specific questions
 - b. Interview questions
 - c. Case study details
 - d. Questions asked by judges
 - e. and anything else that would be of help to the 2018-19 competitors.
 - i. Each competitor must submit a separate evaluation form.
 - ii. Each individual will write his/her own evaluation. It is not acceptable to submit an exact duplicate evaluation for team members.
 - b. **Online Check Request Form (Request for Payment) – deadline August 1, 2018**
 - i. <https://pafbld.wufoo.com/forms/pgt41yr0h1r97h/>
 - ii. Each competitor must submit a separate check request form.
 - iii. If the reimbursement is to be paid to a school/school district, advisers need to make sure the competitors have the correct information and address to complete the form.
 - c. **Submit Punch Card – will be collected at the end of the Awards Program by PA FBLA staff.**