

## STEPS TO PARTICIPATING AT THE NATIONAL LEADERSHIP CONFERENCE

San Antonio, Texas – June 27-July 3, 2019

All NLC materials found at: [www.pafbla.org](http://www.pafbla.org) – main page.

All forms will be online fillable forms.

All final forms will be posted on website by 8:00 am, Monday, April 15.

1. Attend the NLC Orientation Meeting.
2. Seek school and parent approval.
3. Complete event registration form (submitted to Bruce Boncal).
  - a. Once form received, school-site tests will be distributed.
4. Submit Event Entry Form for students committing to compete at the NLC by April 24.
5. Submit \$300 per person deposit by April 24. Complete all travel forms by April 24.
  - a. **Wait for invoice from PA FBLA to pay.**
  - b. **Payment options: cash, check, money order, credit card (3% convenience fee), ACH (bank transfer)**
  - c. **Individual invoices can be sent to parents (copied to adviser) at the adviser's request.**
6. Submit final payment by May 10.
7. Register on national web site for early-bird discount no later than May 17.
  - a. Pay by May 17: \$120 per person
  - b. Pay May 18-June 10: \$130 per person
  - c. Pay June 11 or later: \$180 per person
8. Stay tuned to NLC Alert emails from Bruce Boncal to guide you through the process.

### Chapter Responsibility for Uploading Materials to the National Office

**Deadlines for Reports/Pre-judged Items:** May 10

You may revise/update reports before submission.

Uploads will be done by local school systems based on the instructions provided by the PA FBLA Executive Director and the national office.

**Deadline for upload of school-site tests:** May 17

You may administer school-site tests May 1-May 16.

Uploads will be done by local school systems based on the instructions provided by the PA FBLA Executive Director and the national office.

**Competitor Reimbursement after the NLC:** \$200 per competitor

Must complete:

1. Test evaluation (complete immediately after test)
2. Request for payment (must be completed no later than August 1)
3. NLC attendance punch card (collected at end of Awards Program)

### Point of Contact/Questions for All Competitive Events Forms and Entry Forms

Bruce Boncal, Executive Director, [bboncal@pafbla.us](mailto:bboncal@pafbla.us), 570.279.6998

### Point of Contact/Questions for All NLC Travel Details/Travel Forms

Janet Skiles, Conference Coordinator, [jskiles@pafbla.us](mailto:jskiles@pafbla.us), 412.576.2826