

Request for Extended Travel

NAME: __Mike Verhulst – PHS David Kuzmenko – Student PHS, David Pavlenko-Student PHS, Monica Chao-Student PHS, Courtney Marlatt-Student PHS_____

DATE: April 21, 2016 DEPT/BUILDING Parkrose High School

PURPOSE: 2016 FBLA National Leadership Conference - Group of 5 attending

DISTRICT BENEFIT:

Parkrose HS won chpt of the year for Oregon!

TRAVEL DETAILS: 1. DESTINATION: Atlanta, GA

2. DATES: June 26-July 3, 2016

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airline Tickets \$666.00 x 5	\$3,330.00
MEALS		Included in Package
LODGING		Included in Package
REGIS/FEES	Package: Advisor: \$1,959.00 x 1 Student \$1,020.00 x 4	\$6,039.00
SUBSTITUTE		
OTHER	Shuttle- Roundtrip \$30.00	\$150.00
TOTAL		\$9,519.00

BUDGET SOURCE(S):

1. GENERAL FUND: _____

2. WORKSHOP FUNDS: _____

3. CONTRACT REQUIREMENT: _____

4. OTHER: PHS ASB Account : _____

BUSINESS SERVICES DIRECTOR SIGNATURE: _____

[Signature] 4/21/16

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

please approve K Gray 4/21/16

BOARD ACTION: _____ **APPROVED** _____ **DISAPPROVED** _____ **DATE:** _____

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

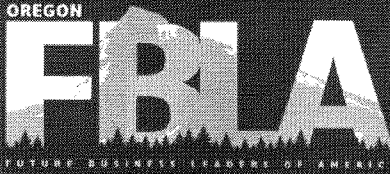
EMPLOYEE SIGNATURE: _____

DATE: _____



NATIONAL LEADERSHIP
CONFERENCE
2016





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!

OREGON FBLA TRAVEL PACKAGE OVERVIEW

The Oregon FBLA NLC 2016 Travel Package is a complimentary service of Oregon FBLA. This package is offered in order to maximize the NLC experience as a united state delegation. **The 2016 travel package is a LAND ONLY PACKAGE. Individual Chapters are responsible for their own air and ground transportation arrangements. You can take the light rail all the way from the airport to the hotel if you'd like.**

Travel Package Includes:

- 7 nights lodging at an official conference hotel (exact hotel to be announced in March)
- NLC Conference Registration & Insurance
- State Day—which will include transportation, admission to 6 Flags, and lunch
- 10 state trading pins
- Spirit items
- Dinner at Hard Rock Café prior to opening session
- Oregon FBLA NLC Shirt
- Atlanta Braves game the night before Closing Session (includes transportation, ticket, and \$15 food voucher)

General Information:

June 26, 2016:	Arrive in Atlanta
June 27, 2016:	State Day at 6 Flags
June 28-29, 2016	Institute for Leaders (IFL)
June 29	State Dinner at Hard Rock Café
June 29-July 2, 2016:	National Leadership Conference General Sessions, Workshops, Competitive Events, Open Events, activities, and touring
July 1, 2016:	Atlanta Braves game
July 3, 2016:	Return home

INTENT TO COMPETE DEADLINE: April 16, 2016 by 5:00pm – ONLINE
FORM RECEIPT and \$75 non-refundable deposit DEADLINE -- ONLINE: May 1, 2016
CHAPTER PROJECTS, RESUMES, & REPORTS DEADLINE -- RECEIPT: May 1, 2016
50% DEPOSIT RECEIPT DEADLINE (PO Acceptable for deposit only, Payment Preferred): May 8, 2016
FINAL PAYMENT RECEIPT DEADLINE (PAYMENT, NOT PO): June 1, 2016

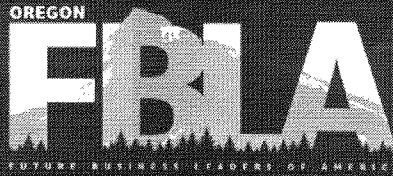


On Site NLC Coordination for the 2016 National Leadership Conference in Atlanta will be managed by Oregon FBLA. Oregon FBLA is not a travel agency. Because the package rate includes a set number of nights, no flexibility exists for deviation from this group conference package. Individual chapters are 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 Oregon FBLA Members and Advisers to stay in the conference hotel is by participating in the state travel package.

IMPORTANT OREGON FBLA FACTS REGARDING NLC 2016

- All registration processes will be online in a similar program to what was used for SBLC.
- All Oregon 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.
- If you are traveling with this package, Oregon 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.
- Substitute advisers are allowed by Oregon 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.
- Lodging for students will first be grouped by chapter. However, in order to make the quad rooming arrangement, students may be paired with other members from the state.
- It is crucial that you meet all deadlines. Unlike with other events this year where Oregon has had the flexibility to extend our internal deadlines, all of these deadlines correlate with national deadlines and there is no flexibility.
- If your non refundable \$75 deposit to hold competitor spaces is not received on May 1, 2016, competitor spaces may be released.

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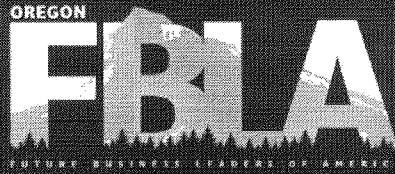


INFORMATION ON COMPETITION & LEADERSHIP PROGRAM

- Intent to Compete Forms are due for **every competitor placing 1-10th place**. Please be sure to fill out intent to compete for all of your students who placed at any level in their events!
- Intent to Compete Forms are due **by April 16 at 5:00 p.m.**
- Intent to Compete Forms are to be **completed online**. Email, FAX, and U. S. Mail will not be accepted.
- If Intent to Compete Forms are not received by April 16, then the competitor space for NLC may be released.
- If Travel Forms are not received by May 1, 2016, the NLC space may be released. Also note that a \$75 non-refundable deposit is required to hold competition spaces.
- **All Competition Materials are due to be uploaded by May 1, 2016.**
Reports, Job Interview, Future Business Leader: http://bit.ly/NLC_EVENT_PDF
Events with URL and Statement of Assurance: http://bit.ly/ORFBLA_NLC_SOA
Programming Events (two part)
 1. Upload via .ZIP file Computer Game and Simulation, Desktop Application Programming and Mobile Application Programming. Go to https://dropitto.me/Oregon_FBLA and enter the password of "service." Use the file naming conventions listed below to submit student files.
Computer Game and Simulation Programming: CGS_SchoolName_LastName(s)
Desktop Application Programming: DAP_SchoolName_LastName
Mobile Application Programming: MAP_SchoolName_LastName(s)
 2. Complete online Statement of Assurance: http://bit.ly/OR_FBLA_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, 2016**.
- 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 Oregon 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 Oregon FBLA State Website.
- NLC travel questions should be directed to Carla Boulton at 573.281.0459 or by email at carla@oregonfbla.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:

Oregon Future Business Leaders of America
Carla Boulton
carla@oregonfbla.org
Phone 573.281.0459 FAX 971.404.0903

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:

Adviser Packages:

Single Occupancy	\$1,959
Double Occupancy	\$1,229

Student Packages:

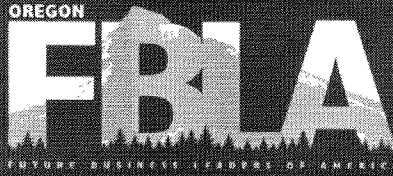
Quad	\$ 885
Triple*	\$1,020

*Students wanting a package other than quad require that all occupants of that room agree to pay the higher price

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 into 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: _____

Total Student Attending-Triple Room: _____

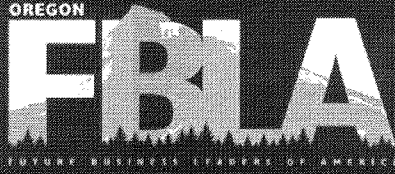
Total Advisers Attending-Double Room: _____

Total Advisers Attending-Single Room: _____

Total Advisers going to IFL: _____

Total Students going to IFL: _____

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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

Institute for Leaders Track Request if Applicable: _____

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