

LYON COUNTY SCHOOL DISTRICT  
**TRAVEL REQUEST**

**NOTE: See LCSD Board Policy GBCF: Work-Related Travel for all requirements.**

Name(s) of Attendees Will Bumgardner, Ashlyn Eary, and 14 Students

SCHOOL Dayton High School

NAME OF CONFERENCE: Future Business Leaders of American National Leadership Conference  
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Anaheim, CA

DATE OF DEPARTURE: June 28, 2025

DATE OF RETURN: July 3, 2025

**Training/Travel/Conference is (check all that apply):** Mandated by the state ☐ Mandated by the district ☐  
Needed for certification/ licensing ☐ Related to the District Performance Plan ☐ Related to our School ☐  
Performance Plan ☐ Related to a specific program/course ☐ Other ☒

**Provide a detailed description below of the focus of the conference, and how attending will have a positive impact on climate, culture, and student learning.**

The Dayton HS chapter of Future Business Leaders of America had 14 students place in the Top 10 at the state conference in March. Of these 14, 6 of them placed in the Top 4, including 5 2nd place finishes. These 14 will be representing Dayton High School and Nevada at the National Leadership Conference in Anaheim, CA. With the national competition being part of the conference, there are also workshops, networking events, and an expo hall where students are able to interact with businesses and colleges.

Students will be able to bring back what they learn at this conference to assist other FBLA students in the chapter, as well assisting themselves with their futures in the business world.

Website for conference: <https://www.fbla.org/nlc-ms-hs/>

TRAVEL APPROVED: Date 3/19/25

Julie Bumgardner  
Site administrator or supervisor signature  
Sauri Huckaby  
Superintendent or designee signature

TRAVEL APPROVED: Date 3/20/25

*District Office Use Only*

Received by District Office

Date: 3/20/25

Board Approved: Yes ( ) No ( )

Date: \_\_\_\_\_

Please ensure that you read and comply with Lyon County School District Policy GBCF: Work-Related Travel when completing this form and submitting for reimbursable items. Properly mark the funding source of the travel.

### ESTIMATED EXPENSES

If funded by a grant or other, specify grant/other name here: Site Funds

BUDGET# 279.421.0000.910.1000.500.10604.32.0000

Registration Fees: Attendees 16 X 315.62 Reg. fee \$ 5,050.00

District Office	Grant	School Site	Other
		✓	

BUDGET# 279.421.0000.910.1000.500.10604.32.0000

Travel By: District Yukons (2 @\$0.25/mile) \$ 473.00  
(Air, district car, private car for personal convenience, etc.)

		✓	
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BUDGET# 279.421.0000.910.1000.500.10604.32.0000

Lodging: Room rate \$ 336 X 5.5 rooms x 5 nights \$ 9,240.00

		✓	
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(Use GSA ratings for lodging and meals [www.gsa.gov](http://www.gsa.gov) ATTENDEE WILL OWE DIFFERENCE if applicable) lodging receipts must be obtained and sent to District Office upon return.

Meals: Breakfast \$ 5 X 16 people x 5 days \$ 400.00

Lunch \$ 5 X 16 people x 5 days \$ 400.00

Dinner \$ 5 X 16 people x 5 days \$ 400.00

Incidental \$ 5 X 16 people x 5 days \$ 400.00

		✓	
		✓	
		✓	
		✓	
		✓	

Substitutes: # of Days X \$ /day

Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) \$

		✓	
		✓	

Other Miscellaneous expenses: (attach explanation) \$ 16,363.00

TOTAL EXPENSES

**\*\*FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.**

## Conference Information

Conference Dates & Times: June 29 - July 2, 2025

Name of where conference/training is being held  
(i.e. Hotel, School, College, Convention Center): Anaheim Convention Center

## Airline Information

**Note: Conference registration and travel arrangements will only be made after school board approval. Only airfare, lodging, and conference registration are eligible for payment prior to traveling. All other expenses will be reimbursed after travel per LCSD Policy GBCF: Work-Related Travel.**

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to DEPART:

Date & Time you wish to RETURN:

List any special notes here:

Are you renting a car? ☐ Yes ☐ No How many days?

**Note: Car insurance should be declined as the district insurance provides adequate coverage.**

## Lodging Information

**Note: Lodging must be made by Attendee or Site for purchase order payments only. No district office credit card charges.**

Lodging  
GSA (Per Diem Rate) : \_\_\_\_\_

All travelers agree to share lodging as  
appropriate?

☒ Yes ☐ No

Register under what name(s)?

Will Bumgardner

Name, Address, Phone number of  
lodging establishment:

Homewood Suites by Hilton Anaheim - Main Gate Area 12005 Harbor Blvd, Garden Grove, CA 92840 (714) 740-1800

DEADLINE DATE : \_\_\_\_\_

Code Information: Booked through FBLA

**NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email travel request with SIGNATURES to Superintendent's office for approval.**





## 2025 MIDDLE & HIGH SCHOOL NATIONAL LEADERSHIP CONFERENCE TENTATIVE SCHEDULE AT A GLANCE

*\*Below is a tentative schedule at a glance. Please note these times are subject to change between now and the conference.*

### Saturday, June 28, 2025

2:00 PM – 5:00 PM	Early Conference Check-In & Info Desk Open
TBD	State Meetings (Optional)
7:00 PM	Optional Outing – Anaheim Angels Baseball Game
12:00 AM	Curfew

### Sunday, June 29, 2025 (Day 1)

8:00 AM – 5:00 PM	Competitive Events Info Desk Open
8:00 AM – 6:00 PM	Conference Check-In & Info Desk Open
8:30 AM – 5:00 PM	Middle/High School Production Test & Objective Testing
9:00 AM – 4:00 PM	Workshops
10:00 AM – 4:00 PM	Expo Hall Open
12:00 PM – 5:30 PM	Middle School Preliminary Presentation Events
6:00 PM – 7:00 PM	Pre-Show for Opening Session
7:00 PM – 9:00 PM	Opening Session
TBD	State Meetings (Optional)
12:00 AM	Curfew

### Monday, June 30, 2025 (Day 2)

7:00 AM – 5:00 PM	Conference Info Desk Open
7:00 AM – 5:30 PM	Competitive Events Info Desk Open
8:00 AM – 5:30 PM	High School Preliminary Presentation Events
8:00 AM – 5:30 PM	Middle/High School Objective Testing
9:00 AM – 4:00 PM	Workshops
9:00 AM – 4:00 PM	Expo Hall Open National Officer Candidate Campaign Booths
TBD	State Meetings (Optional)
1:00 PM – 1:45 PM	Campaign Rally (Eastern, Mountain Plains, North Central Regions)
2:00 PM – 2:45 PM	Campaign Rally (Southern and Western Regions)
12:00 AM	Curfew



## 2025 MIDDLE & HIGH SCHOOL NATIONAL LEADERSHIP CONFERENCE TENTATIVE SCHEDULE AT A GLANCE

### Tuesday, July 1, 2025 (Day 3)

7:00 AM – 5:00 PM	Conference Info Desk Open
7:00 AM – 5:30 PM	Competitive Events Info Desk Open
8:00 AM – 5:30 PM	Middle School & High School Final Presentation Events
8:00 AM – 1:00 PM	Middle School & High School Objective Testing
8:00 AM – 9:00 AM	State Presidents & State Voting Delegates Q&A Session for the offices of President, Secretary, and Treasurer
9:00 AM – 1:30 PM	Expo Hall National Officer Candidate Campaign Booths
9:00 AM – 2:00 PM	Workshops
12:00 PM	National Officer Election Voting Window Opens
1:00 PM – 1:45 PM	Membership Awards and Partner Awards Recognition Session
12:00 AM	Curfew

### Wednesday, July 2, 2025 (Day 4)

8:00 AM – 4:00 PM	Enjoy Anaheim!
12:00 PM	National Officer Election Voting Window Closes
4:00 PM – 5:00 PM	Pre-Show for Awards of Excellence Ceremony
5:00 PM – 9:00 PM	Awards of Excellence Ceremony
12:00 AM	Curfew



# National Leadership Conference

## 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!

## NEVADA FBLA TRAVEL PACKAGE OVERVIEW

The Nevada FBLA NLC 2025 Travel Package is a complimentary service of Nevada FBLA. This package is offered to maximize the NLC experience as a united state delegation. **The 2025 travel package is a DESTINATION ONLY PACKAGE. Individual Chapters are responsible for their own air and ground transportation arrangements.**

### Travel Package Includes:

- 5 or 6 nights lodging at the Homewood Suites by Hilton Anaheim – Main Gate Area
  - Nevada is assigned to a hotel within walking distance of the Anaheim Conference Center and includes a breakfast buffet! A shuttle will be available to NLC convention center space.
- NLC Conference Registration
- 10 state trading pins
- Spirit items for general session
- Nevada FBLA NLC contingent medal
- Nevada FBLA NLC Shirt and Backpack

### General Information for the 5-night option:

June 28: Arrive in Anaheim; Early Registration  
June 29 – July 2: National Leadership Conference General Sessions, Workshops, Competitive Events, Open Events, activities, and touring  
July 3: Return home

On Site NLC Coordination for the 2025 National Leadership Conference in Anaheim will be managed by Nevada FBLA. If your chapter is interested in adding an extra day to your hotel stay, please indicate your preference when registering. The **ONLY** way for Nevada FBLA Members and Advisers to participate in NLC competitions and stay in the assigned hotel is traveling through the state package.

**Travel Necessity:** If traveling by air, travelers over 18 years of age must have a Real ID or a passport to get through TSA. There are no exceptions.

## **IMPORTANT NEVADA FBLA FACTS REGARDING NLC 2025**

- All registration processes will be online in a similar process to what was used for SBLC through BluePanda. The Housing module will be utilized.
- All Nevada 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.
- Nevada FBLA will register you for the 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.
- Housing is arranged through Nevada FBLA. Failure to register through Nevada FBLA's travel package will result in disqualification from competition events and the inability to be part of the Nevada FBLA housing block.
- Advisers **will be assigned** NLC Duties by National FBLA. These could be on June 29, 30 or July 1 and will be announced closer to conference.
- Lodging for students will first be grouped by chapter. However, if a room is not filled with four students from your chapter, you may request to add other students from a different chapter as available. This will be facilitated by the State Management Team.
- It is crucial that you meet all deadlines. All these deadlines correlate with national deadlines and there is no flexibility.

## **INFORMATION ON COMPETITION & LEADERSHIP PROGRAM**

- Nevada can submit four entries in all competitive events. The top 4 winners in each event at SBLC are eligible to compete at Nationals. National FBLA allows each competitor to compete in one individual/team event and one chapter event.
- Intent to Compete Forms are due for **every competitor placing 1-10<sup>th</sup> place**. Please be sure to fill out the intent to compete form for all your students who placed at any level in their events! The form is available on the website: <https://nevadafbla.org/intent-to-compete/>
- Intent to Compete Forms are due **by April 7 at 5:00 p.m.** Based on completed intent to compete forms, students will be moved into NLC spots as they become available. Advisers will be notified as students are moved into competition slots.
- Intent to Compete Forms are to be **completed online**. Any student not indicated as "YES" at this time in the online report will be considered a "NO." If a competitor

qualifies in more than one event, please only choose ONE individual/team competitive event and/or one chapter event.

- If Intent to Compete Forms are not received by April 7, then the competitor space for NLC will be released.
- **Registration including housing and competition assignments must be fully submitted through BluePanda and must be completed by 5:00 pm on April 19.** All SBLC fees must have been paid by this time and all NLC fees must be paid prior to NLC or the student may be removed from competition.
- ***All Competition Materials are due to be uploaded by April 19 at 5:00 pm. DO NOT WAIT UNTIL THE LAST MINUTE. THERE WILL NOT BE ANY EXTENSIONS and no refunds if items are not submitted on time.*** All pre-judged materials will be submitted to Nevada FBLA via BluePanda just like they were for SBLC.
- **These materials MUST be uploaded and received by 5:00 pm on April 19. No materials will be added after this time to the national database.**
- School Site Skills Tests (production tests) will take place during NLC.
- All participants for NLC must follow the [National Competitive Event Guidelines](#). KNOW YOUR EVENT GUIDELINES!

### 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 Nevada FBLA State Website.

### WHERE TO SEND NLC MATERIALS

All materials for the National Leadership Conference should be uploaded online in BluePanda to Nevada FBLA. Any questions or comments should be addressed to:

Nevada Future Business Leaders of America

Jane Werner

[stateadviser@nevadafbla.org](mailto:stateadviser@nevadafbla.org)

### WHAT NOT TO DO:

- Do **not** send required NLC materials or any payments to National FBLA.
- Do **not** register directly with the national office.



- Do **not** send required NLC materials to your school district (unless your school district requires copies or additional district only forms).

## **Pricing Structure:**

**Student Conference Package: \$325 per person**

**Adviser/Chaperone Conference Package: \$250 per person**

**5-night room lodging: \$1,680 per room**

**6-night room lodging: \$2,016 per room**

*If a chapter does not fill a room with 4 students and would like to add students from another chapter, please make that request to [stateadviser@nevadafbla.org](mailto:stateadviser@nevadafbla.org).*

## **Registering:**

BluePanda will be used to register all students, advisers, chaperones, and guests.

**DO NOT** register students through the national system. No refunds will be given for those who pay conference registration directly.

**After the April 19 deadline, all students and chapters are set. No refunds or changes will be made after that time.**

Updated: 3/9/2025