

Request for Extended Travel

(THIS REQUEST FORM REQUIRED FOR TRAVEL OUTSIDE OF THE 200-MILE RADIUS)

NAME: Mike Verhulst

DATE: May 2, 2013

DEPT/BUILDING Parkrose High School

PURPOSE: Attend Future Business Leaders of America National Leadership Conference.

DISTRICT BENEFIT: Attend Professional Development at Institute for Leaders (IFL) as well as supervise students at the National Leadership Conference. Both activities will provide an amazing opportunity for the Parkrose CTE Department and Business Program to grow and expand. Professional Development will be centered on program development and retention of business students. Student organizations such as FBLA are cornerstones for CTE programs. Gaining insight into program development from National speakers and workshops will aid in developing a stronger program for the Parkrose community.

TRAVEL DETAILS: 1. DESTINATION: Anaheim, California
2. TRAVEL DATES: June 24th – July 1st

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL	Airfare	\$300
• MEALS	Per Diem	\$250
• LODGING / REGIS / FEES	Oregon FBLA Travel Package	\$1,859
• Transportation	Round Trip Bus	\$25

TOTAL: \$2,434

BUDGET SOURCE(S):

Source	Budget Code	Amount
• GENERAL FUND:		
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENTS:		
• OTHER:	ASB Account	\$152.06
• OTHER: Perkins	252.2240.0342.931.000.000	\$2,281.94

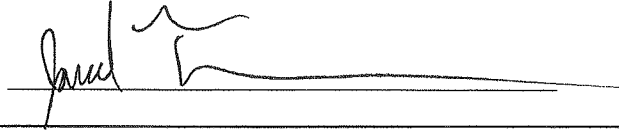
TOTAL: \$2,434

mm 5/8/13

SUPERVISORS RECOMMENDATION AND COMMENTS:

Recommended Approve

SUPERVISOR SIGNATURE:



SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

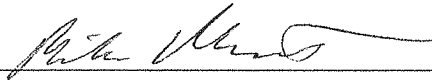
Karen F. Gray

BOARD ACTION:

NOT-REQUIRED ___ REQUIRED ___ APPROVED ___ DISAPPROVED ___ DATE: _____

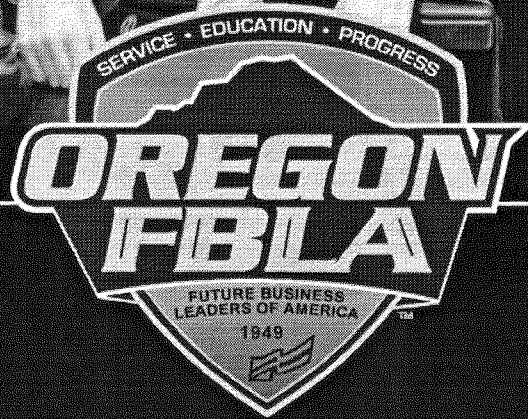
I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE SIGNATURE:



DATE:

5-2-13



NATIONAL LEADERSHIP CONFERENCE

2013



CONGRATULATIONS!

Attending the FBLA National Leadership Conference is an experience that less than 2% 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 2013 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 2013 travel package is a LAND ONLY PACKAGE. Individual Chapters are responsible for their own air and ground transportation arrangements.**

Travel Package Includes:

- 7 nights lodging at the Anaheim Marriott
- NLC Conference Registration
- Registration Insurance
- 10 state trading pins
- Spirit items
- Pizza at the Oregon State Meeting
- Oregon FBLA NLC Shirt
- State Day trip to Universal Studios and dinner at the Medieval Times Dinner Show (includes admission, ground transportation, and dinner – lunch is on your own)

General Information:

June 24, 2013:	Arrive in Anaheim
June 25, 2013:	State Day Experience to Universal Studios and Medieval Times
June 26-27, 2013:	Institute for Leaders (IFL)
June 27-June 30, 2013:	National Leadership Conference General Sessions, Workshops, Competitive Events, Open Events, activities, and touring
July 1, 2013:	Return home

On Site NLC Coordination for the 2013 National Leadership Conference in Anaheim 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.

INTENT TO COMPETE DEADLINE: April 19, 2013 by 5:00pm – ONLINE
FORM RECEIPT and \$75 non-refundable deposit DEADLINE -- ONLINE: May 1, 2013
CHAPTER PROJECTS, RESUMES, & REPORTS DEADLINE – RECEIPT: May 1, 2013
50% DEPOSIT RECEIPT DEADLINE (PO Acceptable for deposit only, Payment Preferred): May 15, 2013
FINAL PAYMENT RECEIPT DEADLINE (PAYMENT, NOT PO): June 1, 2013



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 29th at 5:00 p.m.**
- Intent to Compete Forms are to be **completed online**. Email, FAX, and U. S. Mail and U.S. Mail will not be accepted.
- If Intent to Compete Forms are not received by April 29th, then the competitor space for NLC may be released.
- If Travel Forms are not received by May 1, 2013, 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 received by May 1, 2013** (American Enterprise Project, Community Service Project, Partnership with Business, Local Chapter Annual Business Report, Digital Video Production, Digital Design & Promotion, Website Design, Job Interview, Future Business Leader, Computer Game Simulation Programming, Desktop Application Programming, Electronic Career Portfolio, Business Plan, and any other events requiring pre-judged materials). These materials **MUST** be mailed to:
Note that this is a different address to be used for NLC Materials ONLY:
Mike Oechsner, Oregon FBLA
PO Box 8891
Lacey, WA 98509
- 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 15th, the NLC space may be released.

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IMPORTANT OREGON FBLA FACTS REGARDING NLC 2013

- 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, 2013, competitor spaces 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 Mike Oechsner at 360-219-6342 or email mike@oregonfbla.org.

WHERE TO SEND NLC MATERIALS

All materials for the National Leadership Conference, as well as any questions or comments, should be addressed to:

Oregon Future Business Leaders of America
Mike Oechsner
P. O. Box 8891
Lacey, WA 98509
Phone 360.219.6342 FAX 971.404.0903

WHERE NOT TO SEND MATERIALS

Do not send required NLC materials to National FBLA.

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

Do not send required NLC materials to Salem or Jacksonville. They must be sent to Lacey, WA for review and certification by the State Director.

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Pricing Structure:

Adviser Packages:

Single Occupancy	\$1,859
Double Occupancy	\$1,179

Student Packages:

Quad	\$820
Triple*	\$935

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

Disney Tickets (a la carte):

	OR FBLA \$:	Gate Price:
Twilight (one park after 4 p.m.)	\$56	Not Avail at Gate
1 Day 1 Park	\$83	\$87
2 Day 1 Park	\$157	\$170
3 Day 1 Park	\$185	\$220
Twilight Hopper	\$81	Not Avail at Gate
1 Day Park Hopper	\$116	\$125
2 Day Park Hopper	\$180	\$200
3 Day Park Hopper	\$208	\$250

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THE FOLLOWING FORMS NEED TO BE COMPLETED ONLINE

One Per Chapter – Information Required:

- School Name
- Adviser name, phone, email, and cell
- Traveling Chaperone name, phone, cell, and email
- Total students attending Quad, Total students attending Triple, Total advisers attending Double, Total advisers attending Single
- Total Advisers going to IFL
- Total Students going to IFL

One Per Attendee – Information Required:

- Traveler Name
- Parent/Guardian Name, Phone, Email, and Cell
- Shirt Size
- Competitive Event (if competing)
- IFL Track Request (if attending IFL)
- Room Type (must match school overview)
- Roommate Requests

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