

Request for Extended Travel

NAME: 1 PHS Teacher - Anna Killion

8 PHS Students: Maria Pena-Cornejo, Karina Patel, Marian Mumin, Luis Espinoza-Escalona, Avery Flowers, Raylene Kisor, Alicia Marcial-Cruz and Maya Anderson

DATE: May 14, 2018 DEPT/BUILDING Parkrose High School

PURPOSE: 2018 FBLA Oregon National Conference

DISTRICT BENEFIT: \_\_\_\_\_

TRAVEL DETAILS: 1. DESTINATION: Baltimore, MD

2. DATES: June 26-July 2, 2018

**OREGON FBLA CHAPTER IS PAYING FOR: LODGING, REGISTRATION, MEALS**  
**STUDENTS PAY FOR: AIRLINE TICKET AND TRANSPORTATION**

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airlines \$600.00 x 8 Students 1 Teacher \$600.00 x 1	\$ 4,800.00 student \$ 600.00 teacher
LODGING/REGISTRATION/MEALS	Baltimore Marriott Inn Harbor at Camden Yards Student - \$653.00 Quad room per student x 8 Teacher - \$1,688.00 Single room x 1	<del>18.00</del> \$5224.00 student \$1688.00 teacher
SUBSTITUTE		\$ 0
OTHER	Train - \$3.60 round trip x 8 students \$3.60 round trip x 1 teacher	\$28.80 student \$3.60 teacher
TOTAL		<u>\$10,052.80</u> students <u>\$2,291.60</u> teacher

BUDGET SOURCE(S):	Travel Budget Code	Amount
GENERAL FUND:		
Teacher - <u>MHCC Consortium</u>		<u>teacher - \$2,291.60</u> \$603.60 Teacher
Students - <u>Student Store Funds/Fundraising</u>		<u>students - \$10,052.80</u> \$4,828.80 Students
WORKSHOP FUND:		
OTHER:		

BUSINESS SERVICES DIRECTOR SIGNATURE:  5/17/18

SUPERVISORS RECOMMENDATION AND COMMENTS:

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SUPERVISOR SIGNATURE *Wally Tucker*

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

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*please approve - great opportunity!*

*K Gray 5/23/18*

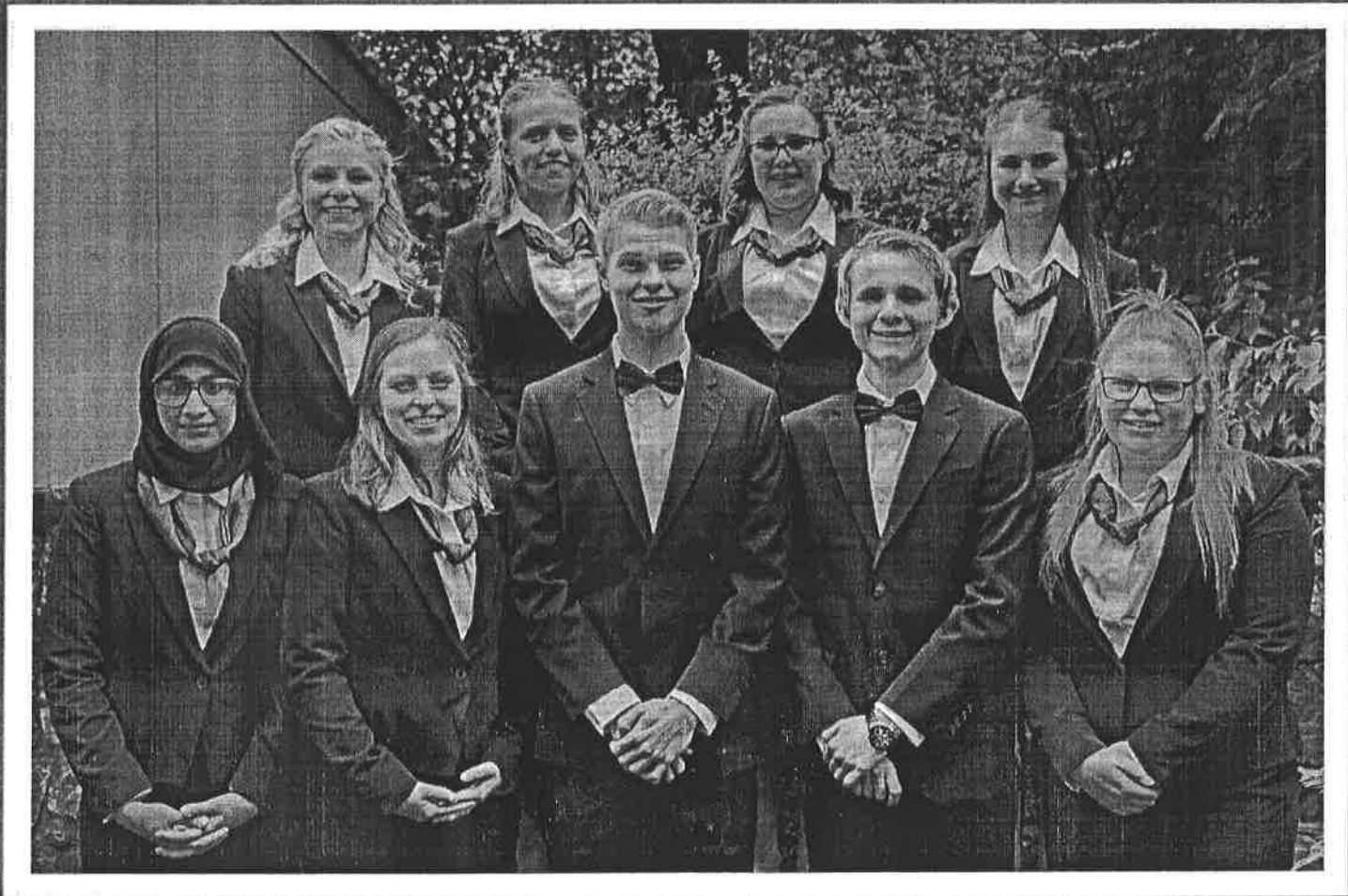
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BOARD ACTION: \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DATE: \_\_\_\_\_

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

EMPLOYEE SIGNATURE: *Aimee Keller*

DATE: *5/17/18*



# NATIONAL LEADERSHIP CONFERENCE

2018

OREGON

# FBLA

FUTURE BUSINESS LEADERS OF AMERICA



## 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!

### OREGON FBLA TRAVEL PACKAGE OVERVIEW

The Oregon FBLA NLC 2018 Travel Package is a complimentary service of Oregon FBLA. This package is offered to maximize the NLC experience as a united state delegation. **The 2018 travel package is a LAND ONLY PACKAGE. Individual Chapters are responsible for their own air and ground transportation arrangements.**

### Travel Package Includes:

- 6 nights lodging at an official conference hotel
  - Oregon is assigned to Baltimore Marriott Inner Harbor at Camden Yards, which is right across the street from the convention center and main conference activities.
- NLC Conference Registration & Insurance
- 10 state trading pins
- Spirit item for general session
- Oregon FBLA NLC Shirt and Backpack

### General Information:

June 26, 2018:	Arrive in Baltimore
June 27, 2018:	OPTIONAL State Day at Washington, DC
June 27-28, 2018	OPTIONAL Institute for Leaders (IFL)
June 28-July 1, 2018:	National Leadership Conference General Sessions, Workshops, Competitive Events, Open Events, activities, and touring
July 2, 2018:	Return home

INTENT TO COMPETE DEADLINE: April 20, 2018 by 5:00pm – ONLINE  
REGISTRATION FORM RECEIPT DEADLINE -- ONLINE: May 1, 2018  
CHAPTER PROJECTS, RESUMES, & REPORTS DEADLINE -- RECEIPT: May 1, 2018  
50% DEPOSIT RECEIPT DEADLINE: May 8, 2018  
FINAL PAYMENT RECEIPT DEADLINE (PAYMENT, NOT PO): June 1, 2018



On Site NLC Coordination for the 2018 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.

### **IMPORTANT OREGON FBLA FACTS REGARDING NLC 2018**

- 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. These could be on June 28, 29 or 30.
- 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. These arrangements are not facilitated by the state office.
- Lodging for students will first be grouped by chapter. However, to make the quad rooming arrangement, students may be paired with other members from across state. To prevent this, you do have the option of selecting a single, double or triple room for your students.
- 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 these deadlines correlate with national deadlines and there is no flexibility.
- At the request of the Board of Advisers, the travel is 6 days instead of 7 and chapters now have the choice of participating in a state day activity, IFL, or planned chapter activity.

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## INFORMATION ON COMPETITION & LEADERSHIP PROGRAM

- Intent to Compete Forms are due for **every competitor placing 1-10<sup>th</sup> place**. Please be sure to fill out intent to compete for all your students who placed at any level in their events!
- Intent to Compete Forms are due **by April 20 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 20, then the competitor space for NLC may be released.
- If Travel Forms are not received by May 1, 2018, 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, 2018.***

**Reports, Job Interview, Future Business Leader:** [http://bit.ly/NLC\\_EVENT\\_PDF](http://bit.ly/NLC_EVENT_PDF)

**Events with URL and Statement of Assurance:** [http://bit.ly/ORFBLA\\_NLC\\_SOA](http://bit.ly/ORFBLA_NLC_SOA)

**Complete online Statement of Assurance:** [http://bit.ly/OR\\_FBLA\\_NLC\\_SOA](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, 2018**.
- All participants for NLC must **follow the National Awards Program Guidelines** (refer to Chapter Management Handbook or [www.fbla-pbl.org](http://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](mailto: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](mailto:carla@oregonfbla.org)

Phone 573.281.0459

### 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:

Single Occupancy	\$1,688
Double Occupancy *	\$983
Triple Occupancy*+	\$778
Quad Occupancy+	\$653

*\*Students wanting a package other than quad require that all occupants of that room agree to pay the higher price and roommate names match on the registration form.*

*+Advisers wanting a package other than single or double must include all roommate names at the time of registration. All roommate names must match on the registration form.*

## State Day Activity

Washington, DC Trip \$75 per person

Includes:

- Round trip transportation from hotel to the Washington Mall
- One 24-hour hop-on-hop off tour ticket including twilight monument tour
- \$20 Dining voucher for the National Museum of American History

\*Please note that any chapter with students splitting between IFL and State Day need to have an adult chaperone on the state day excursion.

## 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 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 (WILL PROVIDE ROOMMATE MATCHIING): \_\_\_\_\_

Total Student Attending-Triple Room (MUST BE FROM SAME CHAPTER): \_\_\_\_\_

Total Students Attending-Double Room (MUST BE FROM SAME CHAPTER): \_\_\_\_\_

Total Students Attending-Single Room: \_\_\_\_\_

Total Adviser Attending-Quad Room (MUST PROVIDE LIST OF ROOMMATES): \_\_\_\_\_

Total Adviser Attending-Triple Room (MUST PROVIDE LIST OF ROOMMATES): \_\_\_\_\_

Total Adviser Attending-Double Room (WILL PROVIDE ROOMMATE MATCHING): \_\_\_\_\_

Total Adviser Attending-Single Room: \_\_\_\_\_

Total Advisers going to IFL: \_\_\_\_\_

Total Students going to IFL: \_\_\_\_\_

Total Washington, DC Trip: \_\_\_\_\_

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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

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