



Parkrose School District #3
As Per Board Policy DLC/DLC-AR
Request for Extended Travel
(Travel Outside 200 Miles)

The Parkrose School Board asks that extended travelers (or their supervisors) present for a few minutes at a Board meeting following their conference. Please make arrangements with the Board Secretary.

NAME: 1 PHS Teacher-Anna Killion 10 PHS Students: TBD

DATE April 15, 2019 DEPT/BUILDING Parkrose High School

PURPOSE: 2019 FBLA Oregon National Leadership Conference

TRAVEL DETAILS: 1. DESTINATION: San Antonio, TX

2. DATES: June 27-July 3, 2019

STUDENT STORE FUNDS/STUDENTS FUNDRAISING TO PAY FOR: TRANSPORTATION, AIRLINE TICKETS, MEALS AND LODGING

TEACHER WILL BE PAID BY: MT. HOOD COMMUNITY COLLEGE CONSORTIUM

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airline \$370.00 x 10 Students \$370.00 x 1 Teacher	\$ 3,700.00 \$370.00
LODGING & REGISTRATION	Hyatt Regency San Antonio \$783.00 Quad Room x 10 students \$1,723.00 x 1 Teacher	\$ 7,830.00 \$1,723.00
PER DIEM	They will be paying for their own meals Teacher will be reimburse by the MHCC Consortium	\$ 0
OTHER	Students will be paying for their own transportation Teacher will be reimbursed by MHCC Consortium	\$ 0
TOTAL	Students Teacher	\$ 11,530.00/10 students =\$1,153.00 \$2,093.00


BUDGET SOURCE(S) NAME:	Travel Budget Code	Amount
Student Store Funds/Fundraising	_____	\$11,530.00/ 10 students =\$1,153.00
Teacher - MHCC Consortium	_____	\$2,093.00

BUSINESS SERVICES DIRECTOR SIGNATURE: _____ **DATE:** _____

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____ DATE: _____

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

SUPERINTENDENT/DESIGNEE SIGNATURE  DATE: 4/17/19

BOARD ACTION: _____ APPROVED _____ DISAPPROVED _____ DATE: _____

OREGON

FBI A



2019

**NATIONAL
LEADERSHIP
CONFERENCE**



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 2019 Travel Package is a complimentary service of Oregon FBLA. This package is offered to maximize the NLC experience as a united state delegation. **The 2019 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 Hyatt Regency San Antonio, which is right across the street from the Alamo, along the Riverwalk, close to the Rivercenter Mall, and a short distance from the 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 27, 2019:	Arrive in San Antonio
June 28, 2019:	OPTIONAL State Day at Six Flags
June 28-29, 2019	OPTIONAL Institute for Leaders (IFL)
June 29-July 2, 2019:	National Leadership Conference General Sessions, Workshops, Competitive Events, Open Events, activities, and touring
July 3, 2019:	Return home

INTENT TO COMPETE DEADLINE: April 19, 2019 by 5:00pm -- ONLINE
REGISTRATION FORM RECEIPT DEADLINE -- ONLINE: May 1, 2019
CHAPTER PROJECTS, RESUMES, & REPORTS DEADLINE -- RECEIPT: May 1, 2019
FINAL PAYMENT RECEIPT DEADLINE (PAYMENT, NOT PO): June 1, 2019



On Site NLC Coordination for the 2019 National Leadership Conference in San Antonio 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 2019

- All registration processes will be online in a similar program to what was used for SBLC through BluePanda. The Housing module will be utilized.
- 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 29, 30 or July 1.
- 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. If no other chapters are available to full a quad room, you will be charged the higher rate.
- It is crucial that you meet all 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 1-10th place**. Please be sure to fill out intent to compete for all your students who placed at any level in their events! This is a NEW process this year and will allow all advisers across the state to immediately see if “move up” is an option. Remember that students may only do ONE competitive event. Students may also be in ONE chapter event. Local Chapter Annual Business Report and Who’s Who do not count toward this limit.
 - Intent to Compete Forms are due **by April 19 at 5:00 p.m.**
 - 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.”** Only choose **ONE competitive event and ONE chapter event, if applicable**.
 - If Intent to Compete Forms are not received by April 20, then the competitor space for NLC may be released.
 - Complete registration through BluePanda must be completed by 5:00 pm on May 1. 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 May 1, 2019 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.
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
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. No materials will be added after this time to the national database.**
- School site skills tests must be sent directly to the national center via online upload by **May 9, 2019**.
 - 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!**

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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

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	\$1,723
Double Occupancy *	\$1048
Triple Occupancy*+	\$833
Quad Occupancy+	\$703

* 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

Six Flags Trip \$80 per person

Includes:

- o Round trip transportation from hotel to Six Flags
- o Park entrance, including the water park
- o Voucher for lunch

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

IFL

\$150/\$50

Students and advisers must choose their track. Chapters may choose to register independently for IFL.

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 that pay conference registration directly.

After the May 1 deadline, all students and chapters are set. No refunds or changes will be made after that time.

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