

Nebraska FBLA 2010 National Leadership Conference Registration Checklist

If you don't have your copy of the Nebraska NLC adviser memo, please print a copy from the state website found in the Conference section of the Nebraska FBLA website. Use this checklist to verify that all necessary forms have been completed and sent to the appropriate location. **Keep a copy of all forms for your files.**

April 28 Deadline

Nebraska Travel Registration: Print the National Travel Systems Adviser Instructions from the Nebraska FBLA website Conference section at www.nebraskafbla.org. Follow the information from the Adviser Instructions to complete registration for airfare, lodging and tours.

May 1 Deadline

NLC Registration: Register online for the NLC by following the instructions on the national website at www.fbla-pbl.org. Select NLC Registration/Information on the home page. Send NLC registration payments to NLC/IFL Registration, PO Box 79130, Baltimore, MD 21279-0130.

- Print a copy of your online registration
- Send a check made payable to FBLA-PBL
\$95 early registration per member/adviser, \$45 registration per guest

Complete the Nebraska FBLA Delegation Form for each NLC participant. The form is located on the Nebraska FBLA website in the national conference section.

Mail the Nebraska FBLA Delegate forms to Nebraska FBLA, PO Box 94987, Lincoln, NE 68509-4987

- One form per participant, including advisers & guests

Mail the following competitive event items to Nebraska FBLA, PO Box 94987, Lincoln, NE 68509-4987

First- and second-place chapter reports

- Local Chapter Annual Business Report – 2 copies
- American Enterprise Project – 2 copies
- Community Service Project – 2 copies
- Partnership with Business Project – 2 copies
- First- and second-place Business Financial Plans – 2 copies
- First- and second-place Business Plans – 2 copies
- First- and second-place Digital Video Production – 2 copies on DVD
- First- and second-place E-business, Electronic Career Portfolio, and Web Site Development – 1 entry form per event
- First- and second-place program solutions from Computer Game and Simulation Programming and Desktop Application Programming – 2 copies on DVDs or USB thumb drives
- First- and second-place Job Interview application form, letter and resume: 7 originals of each document placed in sets in 7 manila file folders. File folder tab labeled with the event title, participant's name, state and school. Include participant's name on all pages submitted.
- First- and second-place Future Business Leader letter and resume: 7 originals of each document placed in sets in 7 manila file folders. File folder tab labeled with the event title, participant's name, state and school. Include participant's name on all pages submitted.

May 3 Deadline

NLC Delegation Pin Order: Nebraska FBLA will provide 2 Nebraska NLC trading pins for each person traveling with the delegation. If your chapter would like to order **additional** pins for trading, please complete the order form and mail the form along with a check made payable to Arlington Public Schools to: Shawna Koger, Arlington Public Schools, PO Box 580, Arlington, NE 68002.

Keep for your records

- A copy of the NLC online registration
- A copy of the National Travel Systems registration
- Chapter Permission Form
- Medical Release Form(s), including one for the chapter adviser
- Independent Delegate Form if student is traveling under the supervision of another adviser