
NEBRASKA FBLA

2019 National Leadership Conference

Registration Checklist

All information and forms are located on the Nebraska FBLA website (www.nebraskafbla.org) at the Conferences tab, NLC Registration Information link.

Keep a copy of all forms for your files.

Nebraska FBLA Participant Form and Google Spreadsheet (online) – April 15 Deadline

- Complete the Google Spreadsheet indicating which teams/individual events your chapter will be participating. (*Email Jacqui for the link, if needed.*)
- Complete the online participant form for each FBLA member, adviser, and guest. This helps us when sending final competitor list to National Staff.
<https://form.jotform.com/nebraskafbla/NLC2019>

Nebraska NLC Travel Registration – April 25 Deadline

- Book your flights – This information will be entered into Blue Panda

Review the Blue Panda Adviser Instructions from the Nebraska FBLA website.

- Register for Nebraska FBLA Travel on [Blue Panda](#).
- Send payment and Final Invoice to Nebraska FBLA. (Mailing address on invoice)

Nebraska FBLA will provide 2 Nebraska NLC trading pins and 2 Luggage Straps for each person traveling with the delegation.

- If your chapter would like to order **additional** pins for trading, please complete the order form following the directions on the form.
- Submit the pin order to Shawna Koger, Arlington FBLA.

National Conference Registration – April 25 Deadline

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

- Print a copy of your online registration and keep a copy for your records!
- Send a check made payable to FBLA-PBL: \$120 early registration per member/adviser

Keep a copy for your records of the following. Do not submit to Nebraska FBLA.

- NLC online registration
- Flight confirmation and reservation information
- Nebraska Travel Blue Panda invoice (keep a copy for your records and send one with payment)
- Chapter Permission Form
- Medical Release Form (s), including one for the chapter adviser
 - If you have a Medical Release form from your school you may use that instead of the Nebraska FBLA one. Please make sure to have one for each student attending NLC with your chapter.
- Independent Delegate Form
(if student is traveling under the supervision of another adviser)

Project Event Entries – Deadline May 6

Complete a separate online **Statement of Assurance** form at <https://bit.ly/FBLA-PBLSOA> for each of the following competitive events. Before completing the form, make sure you have all information requested for the form, including live URLs (if needed), software used, source(s) of information, copyright notations, and source of templates used.

- 3-D Animation
- Coding and Programming
- Computer Game and Simulation Programming
- Digital Video Production – Videos must be uploaded with YouTube URL (unlisted) provided
- E-business
- Mobile Application Development
- Website Design

Report Event Entries – Deadline May 6

Complete a separate online **Wufoo NLC Report Submission Form** at <https://bit.ly/NLCreports> for each of the following reports. Before completing the form, make sure you have all information requested for the form, including live URLs (if needed), software used, source(s) of information, copyright notations, and source of templates used. Please double check that you have followed all National Event Guidelines and Rubrics!

NOTE: Please use the following naming convention: FBLA_eventcode_state_schoolname.pdf
Event codes are in parenthesis.

- American Enterprise Project (**AEP**)
- Business Plan (**BP**)
- Business Financial Plan (**BFP**)
- Community Service Project (**CSP**)
- Local Chapter Annual Business Report (**LCABR**)
- Partnership with Business Project (**PwB**)

Interview Event Entries – Deadline May 6

Email the entries in the following competitive events to Nebraska FBLA, jacqui.garrison@nebraska.gov. Make sure you have reviewed the national event guidelines for specific details on event requirements and document/media labeling.

- Future Business Leader cover letter and resume.
- Job Interview cover letter and resume.

NOTE: Please use the following naming convention: **Lastname_Firstname_Resume.pdf** and **Lastname_Firstname_CoverLetter.pdf**