



## Nebraska Future Business Leaders of America

301 Centennial Mall South      P.O. Box 95072      Lincoln, NE 68509

### 2018 National Leadership Conference

**Travel to the NLC** – A six-day travel package to the NLC to Baltimore, MD has been planned by the Nebraska FBLA Board of Directors.

**Travel on Your Own** – Chapters may travel to the NLC making their own hotel and travel arrangements. If a chapter chooses to travel on its own, there is no guarantee that you will be in the same hotel as the Nebraska delegation.

**NLC National Information**—Click on the 2018 NLC link on the national home page for NLC details.

**Questions**—Email the Nebraska Travel Team ([nefbla.travel@gmail.com](mailto:nefbla.travel@gmail.com)) with your travel questions. Please contact [jacqui.garrison@nebraska.gov](mailto:jacqui.garrison@nebraska.gov) with your general conference questions and competitive event questions.

- Webinar with Sydney and Jacqui **April 11 from 3:30-4:30 pm** for a live question and answer session about NLC conference and travel. <http://zoom.us/j/4024714865> (link to connect)

### Deadlines

- April 11** Complete the initial Y/N on the Google Spreadsheet *NLC Sign-up* with your top 3 winners' decisions. *See the NLC Sign-up section below for more details!*
- April 20** Final day for NLC Competitor sign-up! *Please check the Google Spreadsheet NLC Sign-up to indicate your competitors' decision to attend NLC. Only the first 3 "Y" will be selected in each event to attend the NLC. Events without 3 "Y" will go unfilled after the April 20 deadline.*
- April 27**
  - NLC [travel registration](#) deadline on Blue Panda, if traveling with Nebraska FBLA.
  - National [conference registration](#) deadline.
  - [Nebraska FBLA Participant online form](#) completed for ALL members, advisers, and guests attending the NLC.
- May 4** Competitive event files submitted for NLC. This will give Nebraska FBLA staff a week to ensure that all entries are submitted correctly prior to the official May 11 deadline.

**See Nebraska FBLA website for instructions on submitting entries and Statement of Assurance.**

### Award Winners – NLC Sign-up – Starting April 7 – Deadline April 20

- The top 3 places in ALL events qualify for the NLC. Middle Level Events qualify the top winner. Middle Level qualifiers must be paid Middle Level Members by January 15 to be eligible.
- Complete the online Google Spreadsheet (<http://bit.ly/2018NENLCsignup>) **starting April 7** to confirm what events your top 3 winners will be competing in.
  - Each student is allowed to compete in one (1) individual/team event and one (1) chapter report/project event.
  - Indicate the student's interest in competing at NLC by placing a Y (yes) or N (no) in column C.
  - Nebraska only takes the top 3 winners in each FBLA event and the top winner in each Middle Level event to NLC.
- If you have a student in an event where one or more of the top 3 winners have selected not to compete at NLC in that event, please continue to indicate your students interest to compete at NLC until all events have 3 Yes's!
- Make sure you only click in the row for your chapter. This will ensure that other advisers may edit cells for their student. ☺

Event	Place	NLC - Y/N	Awardee	Chapter
Accounting I	1		student name	
Accounting I	2		student name	
Accounting I	3		student name	
Accounting I	4		student name	
Accounting I	5		student name	
Accounting I	6		student name	
Accounting I	7		student name	
Accounting I	8		student name	
Accounting I	HM		student name	
Accounting I	HM		student name	
Accounting I	HM		student name	

\*\*You will only be able to edit column C (NLC Y/N). The other columns are protected from anyone editing them.

## **Nebraska NLC Participant Form – April 27**

- Complete the Nebraska Participant online form for each individual traveling to the NLC.
- This **required** online form provides Nebraska FBLA with a record of all NLC participants.
- All chapters need to enter the information requested for each adviser, member, and guest—even if traveling on your own.
- <https://form.jotform.com/nebraskafbla/NLC2018>

## **NLC Competitive Event Entry Submission and Reports – May 4**

- Your state adviser registers all members for the competitive events. See the **NLC Registration Checklist** for specific event details.
- Schools with entries need to have final files submitted by **Friday, May 4**. (See Nebraska FBLA Website for submission link)
- Statement of Assurance form for appropriate events completed online. (See Nebraska FBLA Website for link)
- Follow the steps in the NLC Report Submission Instructions linked at the NLC section of the Nebraska website.

## **National Conference Registration – April 27**

Register each participant for the National Leadership Conference by paying the conference registration fee; this is a separate registration fee from the travel registration on Blue Panda. Select the 2018 NLC Registration link on the national FBLA home page. (link also found on Nebraska FBLA – NLC

- You will need your chapter number and password (service). All students competing at the conference must have paid their dues by March 1 or they will NOT be eligible to compete.
- Early conference registration fee: **\$115** per member or adviser and **\$50** per guest.
- Registration needs to be completed before your competitive event submissions can be submitted by the Nebraska staff.

## **Nebraska FBLA Travel Registration Procedures – April 27**

Nebraska FBLA travel is coordinated by the Nebraska FBLA Board of Directors and the Nebraska FBLA Travel Team (Josh Hinrichs, Pat Hinkle, and Shawna Koger). If you have questions about travel, please email [nefbla.travel@gmail.com](mailto:nefbla.travel@gmail.com).

Travel package price includes air transportation, round trip hotel transportation, 5 nights' lodging, transportation to activities, and 2 Nebraska trading pins. Prices listed on Blue Panda.

### **Nebraska Travel Registration Deadline – Items to Complete**

- If needed, coordinate roommates for students and advisers using the Google Spreadsheet: <http://bit.ly/NENLCrooms>
- Reservations made on Blue Panda. Payment sent to Grafton & Associates with invoice.
- Flights booked using <https://swabiz.com> Company Code: **99152966**
  - *Working to make it possible to book more than 8 seats at a time.*
- Additional pin order to Shawna Koger, Arlington. (Order form on Nebraska FBLA website.)

Review the following items linked to the Nebraska FBLA website

(<https://nebraskafbla.org/conference/nlc>)

- Nebraska Adviser Instructions (online or provided in the SLC registration packet)
- Nebraska NLC Travel and Tour Itinerary
- Registration Checklist – quick reference for submitting registration items
- Nebraska Participant Online Form – each adviser, member, and guest attending must be entered
- NLC Additional Pin Order Form
- Nebraska FBLA Travel Blue Panda Instructions – follow the instructions to register for lodging/activities

## **NLC Chapter Use Forms – Do not send to State Office**

**Students Traveling Without Local Adviser**—If a student is attending the NLC **without** his/her local adviser, it is the responsibility of the local adviser to ask another FBLA adviser to be responsible for the student. It is appropriate to reimburse the sponsoring adviser half the cost of the total trip.

**The Independent Delegate** form should be used as the appropriate documentation between your school district and the sponsoring school district. This form is for your use and is NOT sent to Nebraska FBLA.

**Chapter Permission Forms**—The Chapter Permission Form is completed to provide you with the support needed from your school district to attend the NLC. This form is for your personal use and is NOT sent to Nebraska FBLA.

**Medical Release Forms**—Each student, adviser, and guest should complete a Medical Release Form when traveling to a national conference. You may use the Nebraska Medical Release Form found on the Nebraska website or use a form provided by your school district. The chapter adviser should bring the Medical Release Form to the NLC. These forms are for your personal use and are NOT sent to Nebraska FBLA.

## **NLC Stipends**

**NLC Competitor Stipends**—Monetary support from Nebraska FBLA will be provided for the national qualifiers according to the NLC Qualifiers form found in the SLC registration packet. An **expectation** for this support is that each student prepares for his/her competitive event. Nebraska FBLA annually ranks in the Top 7 in total number of awards received!

## **Volunteers to Assist with Public Speaking Event**

**Event Assistants Needed**—Nebraska has been assigned to assist with both the **Public Speaking** preliminary and final events. Please volunteer for the following by emailing [jacqui.garrison@nebraska.gov](mailto:jacqui.garrison@nebraska.gov):

- Twelve (12) advisers are needed to fill this assignment on June 29 from 12:30 to 5:30 p.m.
- Two (2) advisers are needed on June 30 from 12:30 to 5 p.m.

## **Nebraska Meetings and Other NLC Items**

**Two Nebraska Meetings**—The Nebraska meetings are required activities.

**\*\*NEW\*\* Nebraska FBLA Photo** – The Nebraska FBLA Delegation will have a photo taken as a whole group at 4:30pm at the Conference Center in Baltimore, MD. Please arrive no later than 4:15pm. Location will be announced at the first Nebraska Meeting.

**Chapter Planning**—Consult the Nebraska FBLA Delegation Itinerary and the NLC Guide before planning chapter excursions.

**Opportunities, Opportunities!**—Your members won't want to miss numerous opportunities at this year's NLC. Check out the NLC Guide for complete details on open event testing, certification exams, and more!

**Dress Code**—Please review the NLC Dress Code with your conference competitors. The National Board of Directors will enforce the dress code for competitors in the written events. Judges assigned to the performance events will deduct points from competitors' scores if the student has not followed the dress code.

## **NLC Prep Days sponsored by Nebraska FBLA Advisory Council**

**Two NLC Prep Day Locations**—Omaha and Central/Northeast Nebraska (depends on competitors)

**Presentation Dates:** June 14 (TBD) and June 15 (Omaha)– Please mark your calendars now to attend one of these sessions.

**Job Interview/Future Business Leader Prep Day:** June 15 in Omaha

**Thank you for all you do to prepare your students for success!**