

# ADVISOR CHECKLIST

## 2008 National Law Enforcement Exploring Conference

<u>DEADLINE</u>	<u>ITEM</u>	<u>NOTE</u>
Approved forms can be submitted as long as room is available.	POST RESERVATION/SECURITY DEPOSIT FORM AND POST RESERVATION DEPOSIT OF \$100	Must have the local Learning for Life office approval. Mail to: NLEEC, 1325 West Walnut Hill Lane, Irving, TX 75038.  Note: The deposit is nonrefundable to posts that do not attend the conference.
March 3	INDIVIDUAL DEPOSITS (\$50 PER PERSON - with Fee Transmittal Forms	Mail to: NLEEC, 1325 West Walnut Hill Lane, Irving, TX 75038. (NOTE: These deposits are nonrefundable.)
March 21	NOMINATION FORM for the 2008-2010 Youth Representative due.	Mail to: NLEEC, 1325 West Walnut Hill Lane, Irving, TX 75038.
April 30	EXPLORER AND ADULT LEADER REGISTRATION/MEDICAL FORMS COMPETITION REGISTRATION FORM FINAL FEES HOUSING/CHECK-IN ROSTER PRE-/POST-CONFERENCE LODGING	Mail ORIGINAL forms and final fees to: NLEEC, 1325 West Walnut Hill Lane, 75038 no later than April 30 (not postmarked).
April 30	PRE-/POST-CONFERENCE LODGING <i>Special note: Do not mail fees or form to NLEEC.</i>	Mail ORIGINAL forms and with additional lodging fees to <b>University/Address</b> no later than <b>date</b> (not postmarked).
April 30	ADJUSTMENT TO PARTICIPANTS	Post participants can only be substituted male for male, female for female, and Explorer for Explorer, Advisor for Advisor.
April 30	REQUEST FOR INDIVIDUAL REFUND	Must be received in writing by the national Learning for Life office. <b>Prior to April 30</b> , all but \$50 (per person) will be refunded. Refunds are not available on or after April 30.
May 5	OUTING PERMIT (This is the date to <u>BEGIN</u> the process)	File with your <b>local</b> Learning for Life office. The local office will forward to the regional office for approval The form is returned to you to carry on the trip. <b>Do not mail this form to the national office; rather, submit the approved permit at check-in.</b>
May 26	APPLICATIONS FOR EXHIBIT BOOTH SPACE AT <i>EXPLORING U.S.A.</i>	Send separate application for each booth requested to: NLEEC, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079.
Conference Begins! July 21	ARRIVAL	Posts should plan on <i>arriving</i> by 2:00 p.m. in order to allow sufficient time to check in, get situated, and oriented prior to the opening activities. The Advisor provides the following at registration: 1.) Local Learning for Life office number and city; 2.) An approved Learning for Life outing permit; 3.) Confirmation letter.
	POST AFTER-ACTION CRITIQUE	While the conference experience is still fresh on your mind, take a moment and complete the form and mail to the address on the form.