

**SECTION VI  
APPENDIX/FORMS  
ADVISOR CHECKLIST**

**2016 National Law Enforcement Exploring Conference**

<b>DEADLINE</b>	<b>ACTION ITEM</b>	<b>NOTE</b>
August 31, 2015 to April 22, 2016.	<ul style="list-style-type: none"> <li>▶ Online Post Reservation Form ▶ Deposit of \$150 (paid online)</li> <li>▶ Individual Deposit of \$50 per person (\$495 fee per person)</li> </ul>	<p>Use online registration site to register your post and pay your deposits.</p> <p><b>NOTE: Post and Individual deposits are nonrefundable</b></p>
April 25	<ul style="list-style-type: none"> <li>▶ Registration link for team competitions will be sent to those Primary Advisors who have paid their \$50.00 deposits in full.</li> </ul>	<p>Registration link for competitions will be sent to Primary Post Advisor of each Post that has paid Post and Individual deposits in full.</p> <p><b>NOTE: Register for time slots for Law Enforcement Response Team Competitions before registering for other events. Note: Register the Response Team Competitions first.</b></p>
May 06	<ul style="list-style-type: none"> <li>▶ Nomination Form for 2016-2018 National Youth Representatives</li> <li>▶ Nomination Form for Distinguished Advisor</li> </ul>	<p>Email to: law.enforcement@lflmail.org</p>
May 16	<ul style="list-style-type: none"> <li>▶ Balance of Registration fee due</li> </ul>	<p>Use online registration to pay final payments and pay your early arrival (pre-conference lodging) fees (\$65.00 per person). Early arrival (pre-conference lodging) on July 10 includes Sunday dinner and Monday breakfast and lunch.</p>
May 23	<ul style="list-style-type: none"> <li>▶ Exploring U.S.A. Application for Exhibit Space Form</li> </ul>	<p>Send separate application for each booth to NLEEC, P.O. Box 152079, Irving, TX 75015.</p>
June 1	<ul style="list-style-type: none"> <li>▶ Submit qualification scores for the National Law Enforcement Exploring Pistol Championship</li> </ul>	<p>All qualification scores must be submitted by this date to the LEEMQP.</p>
June 10	<ul style="list-style-type: none"> <li>▶ Cancellation and Refund Request</li> <li>▶ Submit Learning for Life Tour and Activity Plan to your local LFL office</li> </ul>	<p>Individual cancellation and refund request, in writing, must be received on or before this date for full refund (minus non-refundable individual deposit of \$50). See cancellation and refund policy in this guidebook for information regarding requests made after this date.</p> <p>Advisors must bring two completed LFL Medical forms for each participant. The copy will be collected at the Health &amp; Safety table at check-in area and the original stays with the Advisor.</p> <p>No fee for transfer request on or before June 10th. After this date a \$50 administrative fee will be assessed. Request must be for individual from same Post and for same gender and category (Explorer/Explorer, Advisor/Advisor).</p>
June 13	<p>Online Registration is CLOSED</p> <ul style="list-style-type: none"> <li>▶ Youth and Adult online Registration for each participant must be completed</li> <li>▶ Early Arrival (pre-Conference) Lodging Online form and \$65.00 per person fees are due</li> </ul>	<p>All future changes must be addressed at the conference after June 13.</p> <p>Advisors must bring The LFL Medical Forms to the Conference. The forms will be collected at the Health &amp; Safety table at Check-in.</p> <p><b>NOTE: Early Arrival (pre-Conference) Lodging only available for July 10th at the rate of \$65 per person and includes Sunday dinner and Monday breakfast and lunch. Pre-Conference lodging fee is in addition to total per person conference fee of \$495.</b></p>
July 11	<ul style="list-style-type: none"> <li>▶ Conference begins! Arrival at Northern Arizona University (NAU)</li> </ul>	<p>Posts should plan on arriving at NAU by 2:00 PM in order to allow for sufficient time to check-in, get settled into housing, and oriented prior to opening show. The Advisor must provide at check-in the Post number, Learning for Life office number, and LFL Medical forms for each participant.</p>
July 16	<ul style="list-style-type: none"> <li>▶ Check out by 11:00am</li> </ul>	
July 29 through August 31	<ul style="list-style-type: none"> <li>▶ Online conference After-Action Evaluation</li> </ul>	<p>While the conference experience is still fresh on your mind, take a moment to log on to the registration site and complete the online conference evaluation.</p>