

ADVISOR CHECKLIST

(The checklist highlights most deadlines and actions; however, Advisors should read the guidebook to familiarize themselves with all due dates, fee and refund guidelines, etc.)

<u>DEADLINE</u>	<u>ITEM</u>	<u>ACTION</u>
Approved forms can be submitted as long as room is available.	POST RESERVATION/ SECURITY DEPOSIT FORM WITH POST RESERVATION DEPOSIT OF \$100	Must have the local Learning for Life office approval. Mail APPROVED form to: NFEEC/Learning for Life, 1325 West Walnut Hill Lane, Irving, TX 75038. Note: The deposit is nonrefundable to posts that do not attend the conference.
DUE: March 1	INDIVIDUAL DEPOSITS - \$50 PER PERSON (This deposit is not refundable and is part of the total cost of \$350 per participant)	Mail individual deposits along with the fee transmittal form to: NFEEC/ Learning for Life, 1325 West Walnut Hill Lane, Irving, TX 75038. You should have already mailed the approved Post Reservation/Security Deposit Form.
DUE: April 20	EXPLORER AND ADULT LEADER REGISTRATION/ HEALTH FORMS FINAL FEES WITH FEE TRANSMITTAL FORM COMPETITION SELECTION FORM HOUSING/CHECK-IN ROSTER	Mail 1) ORIGINAL Health Forms , 2) Final Fees ; 3) Competition Selection Form ; 4) Housing/Check-In Roster to NFEEC/Learning for Life, 1325 West Walnut Hill Lane, Irving, Texas 75038. NOTE: Total payment is the sum of \$100 deposit and total individual fees (\$350 per person.)
	POST REVIEW FORM	This form will be mailed to you with your final confirmation. It will note any missing information or fees due. No additional letter will be mailed; therefore, it is important that you review this form carefully. Items due will be requested at conference registration.
DUE: April 20	ADJUSTMENTS TO PARTICIPANTS	Post participants can only substitute male for male, female for female; Explorer for Explorer, and Advisor for Advisor.
DUE: April 20	REQUEST FOR INDIVIDUAL REFUND NOTE: ALL DEPOSITS ARE NONREFUNDABLE	Must be received in writing by the national Learning for Life office. Posts canceling participation will not be refunded the \$100 post or \$50 individual deposits. Prior to April 20, all but \$50 per person will be refunded to participating posts. No refunds are available on or after April 20.
START THE PROCESS: April 18	OUTING PERMIT APPLICATION (DO NOT MAIL FORM TO THE NFEEC/LEARNING FOR LIFE OFFICE)	Begin the process to complete the appropriate Learning for Life outing permit . File the application with your LOCAL Learning for Life office two months in advance of tour. (Once the permit has been processed it will be returned to you.) DO NOT MAIL THE FORM TO THE NATIONAL OFFICE. Bring the approved form with you to registration
Conference Begins! June 18	ARRIVAL AND POST REGISTRATION: 8 AM – 5 PM	Plan on arriving early enough to allow sufficient time to check in and get oriented prior to the opening activities. Advisor provides the following at registration: 1) Local Learning for Life office and post numbers; 2) Approved outing permit; 3) Confirmation letter; 4) Post Review Form..
June 22	POST AFTER-ACTION CRITIQUE	While the conference experience is still fresh on your mind, take a moment and complete the Post After-Action Critique in the conference guidebook and mail to the address on the form.

NOTE: Rooms are assigned by paid participants, post and gender. After April 20, you may not substitute a male Explorer for a female Explorer or vice versa. You may make substitutions within genders.