

NATIONAL LAW ENFORCEMENT EXPLORING CONFERENCE GUIDELINES

Conference Fees

The fee for the 2008 National Law Enforcement Exploring Conference is \$350 per participant. Deposits and individual reservations will be accepted until the conference housing has reached its capacity. To be a confirmed participant, the total fees with Individual Registration/Medical forms must be submitted.

Post Deposit

A deposit of \$100 per post is due as soon as possible with the completed and approved Post Reservation/Security Deposit Form. The form should be approved by the *local* Learning for Life office. Make checks payable to Learning for Life (NLEEC) and not to your local office.) The \$100 post deposit confirms post participation until capacity has been achieved based on individual deposits.

Post Reservation Forms received directly from posts by the national Learning for Life office without local Learning for Life approval must be returned, delaying the process. (See the section under, "FEES" for additional information.)

Upon receipt of the Post Reservation/Security Deposit Form, the Advisor listed on the form will receive a confirmation packet with additional registration forms and instructions. **Remaining forms/fees do not need to be approved through or processed by the local office;** rather, they should be submitted directly to the national office at the address on the Fee Transmittal Form. It is imperative that the Fee Transmittal Form accompanies all fees (except the initial \$100 deposit.) All participants must be registered with the local Learning for Life office.

Individual Participant Fees

The process for transmittal of individual participant payments will be included in your confirmation packet. Partial fee payments can not be accepted. Posts that have paid full fees and processed the *Explorer and Adult Leader Registration/Medical* forms have the opportunity to register for team competitions until competition capacity is reached. Posts that meet these requirements and submit the *Competition Registration Form* will be confirmed for team competitions. Thereafter, confirmed posts may participate in all other activities except team competitions. The *Competition Registration Form* for confirmed posts is due in the national office by April 30, 2008, when final fees are due or before competition capacity.

Refund/Cancellation Policy

The \$100 post reservation deposit will initially be used to guarantee housing until March 3 or until conference registration has reached capacity. After receipt of individual registrations the post deposit becomes a security deposit for *fee-paying participants* from the post, refundable after the conference (minus any damages at the university). The security deposit will be applied to lost keys, lost linens, etc. All damage liability is the responsibility of the post. Any damage in excess of \$100 will be billed to the post. The \$100 will be refunded, minus any claims, within 45 days of the national Learning for Life office receiving the university billing and pending completion of the damage checklist by the post Advisor and university personnel. This \$100 will *not* be applied toward payment of registration fees.

Because of expenses incurred by the Exploring program, law enforcement agencies, and the university, we are not able to refund the deposit if the post does not attend the conference. Before April 30, individual registration cancellations will lose a \$50 administrative fee. After April 30, all guaranteed registrations to University will lose their total fee payment. After April 30, alternate posts will have the opportunity to register until capacity has been reached.

All refunds must be submitted in writing and meet the deadline requirements.

Adult Leaders

All posts must meet the 2-deep leadership requirements found in *Safety First Learning for Life Guidelines* under "Youth Protection Guidelines" and must have adult leaders 21 years of age or older who are approved by their participating organization head and their local Learning for Life office. To locate your local Learning for Life office, go to www.learningforlife.org. Coed posts must have coed leadership 21 years of age or older in attendance at the conference. Adult leaders will at all times be responsible for their post members and must adhere to the Conference Code of Conduct. Do not send Explorers to the conference unchaperoned or without adequate, proper leadership. All leadership are required to take the Youth Protection Training.