

GENERAL INSTRUCTIONS 2017 FBLA STATE LEADERSHIP CONFERENCE

Registration Procedures. Procedures for State Leadership Conference (SLC) Registration are located in this Web page posting. Please read the instructions carefully. Online registration will be available on the Virginia FBLA Web page, www.vafbla-pbl.org on approximately March 8 (we have to ensure that the national office has posted all payments before downloading the membership list. **Do not register your students until after your Regional Leadership Conference.**

Registration Fee. The 2017 (SLC) registration fee is \$75 per person. This fee partially absorbs conference expenses for printing, contracted services, presenters, awards program, staging, meeting space, equipment rental, and overflow transportation. **ALL PERSONS ATTENDING—ADVISERS, PARENTS, AND STUDENTS—MUST PAY THE \$75 REGISTRATION FEE.** (EXCEPTION: Current state officers DO NOT pay the registration fee; state officer advisers DO pay the registration fee.) Incoming regional presidents that have not yet been installed at the SLC must pay registration. Registration deadline is March 16, 2017.

Checks should be made payable to **VIRGINIA FBLA**, postmarked by **March 16**, and sent with a copy of your registration confirmation form to:

**Sandy Mills, Virginia FBLA-PBL Specialist
115 Marshall Lane
Winchester, VA 22602**

Initial Registration checks postmarked **after March 24, 2017**, should include a \$25 late fee. **If the \$25 late fee is not included, it will be assessed after the SLC. (You have a grace period between March 16 and March 24 in which to process your checks.)** Checks for add-ons do not require the \$25 late fee as long as the *initial* payment was postmarked by **March 24, 2017**.

Refund Policy. A partial refund of \$20 will be made if you notify the FBLA State Office in writing, postmarked by March 24, 2017, that you are cancelling a registration. Refund requests not in writing and postmarked after March 24, 2017, cannot be honored. Requests may be sent via U. S. Postal Service or e-mailed to smills@vafbla-pbl.org.

Cut off for regional substitutions is March 27, 2017.