

# Minnesota Law Enforcement Explorer Association

## 2010 State Conference

Rochester, Minnesota, April 29 – May 2, 2010

### Registration Packet Instructions

#### **Packet Contents:**

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- Shoot Team Forms
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- Local Tour Permit Information
- Health Form
- Don Cup Application
- Youth Rep Application
- Advisor of the Year Application
- Scholarship Forfeiture Information
- Letter to your Chief / Sheriff

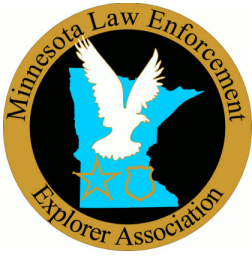
#### **Registration Instructions:**

Please read this and follow the registration procedure. This will help to expedite the check-in process in Rochester on Thursday. Remember check in is between 13:00 and 18:00. If you are not able to make it between please let DuWayne know so arrangements can be made.

#### **State Conference Registration Form:**

- Type or print clearly. Information on forms will be used for the Explorer Award certificates and other areas.
- Cell phone and e-mail address are required for this conference.
  - This info will be used for sending out hotel registration info, updates, and if we need to contact you in any way.
- Record all your explorers in the appropriate spaces.
  - Four Explorers to a room and designate the room male or female (circle M or F).
  - The explorers that you assigned to that room will be there housing at the conference.
  - All changes to room assignments must be updated with MLEEA so we can update all parties and follow the requirements for emergency policies set forth by MLEEA and the hotels.
- Record all advisors in the appropriate spaces. Designate male or female (circle M or F). DO NOT include advisor/others that are evaluators or role players.
- If needed please use two forms to record all your explorers and advisors.
- **Membership dues are due prior to Registration being accepted.**
- **A minimum of one half of the conference cost is required at this time. Send one check or credit card information, payable to MLEEA.**
- List out any special requests, especially any food or parking issues. There are height restrictions at the hotel parking lots. We are working on getting some parking in a surface lot.
- If you have any further comments please send a separate letter with the forms.
- The pistol shoot fees can be paid now or paid during the check-in process in Rochester.
- Room assignments and possible extra events will be based on the date your completed registration forms and payment is received.

1951 Woodlane Drive, Woodbury, Minnesota, 55125  
[www.mnleexplorer.org](http://www.mnleexplorer.org)



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For further assistance on conference information contact:  
DuWayne Dixon at 952-334-0557 or e-mail them through: [Treasurer@mnleexplorer.org](mailto:Treasurer@mnleexplorer.org)

#### **State Conference Team Registration Form:**

- Type or print firmly and clearly. Information will be used during awards ceremony.
- Make Team #1 your best team. Team #1 will have priority for more events.
- Each explorer can compete on only one team.
- A competition team must consist of at least 2 explorers and no more than 4 explorers. The events are designed for 4 explorers.
- The Team Event Coordinator is Gary Cayo. Any changes in competitive teams must approve during check-in process on Thursday.
- Practical Exercise events have priority over shooting times. If at check-in you encounter a conflict, change the shoot times at the Shoot Registration table.
- Practical Exercises and shoot times have priority over the Academic Sessions. Advisors should encourage as many explorers as possible from their post to attend the Academic Sessions.

For further assistance on Team Events contact:  
Gary Cayo at 952-939-8500; or e-mail him through:  
[www.mnleexplorer.org](http://www.mnleexplorer.org)

#### **Return by mail the following conference registration forms. They must be received by March 20, 2010:**

- Registration forms.
- Team Competitive Events forms.
- Shoot Registration Form (If your post is shooting. Can also be completed at the Registration Table)
- Shoot Waiver form from each Explorer that will be shooting (No waiver; not shooting)
- Advisor Code of Conduct
- State T-Shirt Order Form
- One check, or credit card, for half of the conference fee, payable to MLEEA. If you have any questions about making a payment please contact [DuWayne Dixon](mailto:DuWayne Dixon).
- Mail to MLEEA State Conference  
C/O DuWayne Dixon  
3267 Yosemite Avenue South  
St. Louis Park, MN 55416

#### **Registration Deadlines/Fees:**

- MLEEA 2010 dues must be received before conference registration can be accepted.
- \$200.00 fee per participant that cancels after March 19<sup>th</sup>. (Unless the post is able to replace the explorer that cancelled with an explorer of the same gender.)
- After March 19<sup>th</sup>, no registrations will be accepted, and any cancellations may be subject to full loss of fees.

The MLEEA board feels these fees are necessary due to the costs that are charged by the Hotels to the association for reservations.

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