



Minnesota Law Enforcement Explorer Association

2017 State Conference

Rochester, Minnesota, April 27 – April 30, 2017

Registration Packet Instructions

Packet Contents:

- Registration Instructions and Information
- Registration Forms
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- Don Cup Application
- Youth Rep Application
- Advisor of the Year Application
- Letter to your Chief / Sheriff
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- Career Fair

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 14:00 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. Forms are now savable PDF's.
- 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.

5115 Excelsior Blvd #310, St. Louis Park, Minnesota, 55416

www.mnleexplorer.org



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- 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.

For further assistance on conference information contact:

DuWayne Dixon at 952-334-0557 or e-mail them through: 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 via e-mail him through www.mnleexplorer.org

Return by mail the following conference registration forms. They must be received by March 1, 2017:

- 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@mnleexplorer.org).
- Mail to MLEEA State Conference
5115 Excelsior Blvd, #310
St. Louis Park, MN 55416

Registration Deadlines/Fees:

- MLEEA 2017 dues must be received before conference registration can be accepted.
- \$300.00 fee per participant that cancels after March 1st. (Unless the post can replace the explorer that cancelled with an explorer of the same gender.)
- After March 1st, 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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