



## Minnesota Law Enforcement Explorer Association

### **ATTENTION ADVISORS** ***Important 2019 Conference Changes***

**Our registration process has changed**

**Registration Check in is from 14:00 to 18:00 Thursday at the Double Tree second floor.**

This is to notify you and your other advisors of the changes to housing of explorers going forward. This will be not only when the Association does the housing but should be how you would do housing on any official Explorer Events.

- Rooms will be separated between Male and Female rooms.
- Explorers between 14 and 17 will be housed together.
- Explorers between 18 and 20 will be housed together.
- Explorers 21 and over will be housed as adults and not with advisors.

#### **Changes for 2019 State Conference.**

Holiday Inn Hotel is closed and will not be an option for our group.

With the new housing rules and to keep cost down your post may be sharing rooms to make sure rooms are full. You will be notified as soon as possible when this happens. Explorers from different posts will not be sharing a bed. They will be sharing the hotel room. You do have an option to opt out of this by paying an additional fee to fill the room. This fee will be based on the number of people in the room and the number needed to fill the room. This fee will be as little 160.00 or as much as 320.00. You need to inform us asap if this is what you want to use this option.

The registration process has changed, and you will need to use the new process to help with all the housing changes. This will be a Microsoft Access Database that you will need to install on a computer. After you have completed all your data entry and clicked submit this will start your registration process.

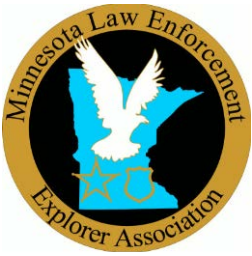
**With the new housing rules due dates will be strictly enforced! If you must make a change after any of the dates you must contact DuWayne to discuss the situation.**

Your registration is due by 1200 Monday March 4, 2019 no exceptions. If your post is not registered by this date and time you post will not attend. No changes other than a total drop will be allowed after April 1, 2019. After April 1, 2019 no refunds will be given. If you have any questions or concerns, please contact us or attend the December quarterly association meeting.

Cost of the conference will be \$360.00 this year. Registration fees can be paid at a later date. The cost for this year pistol shoot will be \$25.00 per person.

Report Writing will be an event this year again. It will work similar as Job interview. Each post will get 2 slots and those explorers will do the event at the same time. If more than 2 reports are found from a post all the reports will be discarded. More information will be provided in the future or at the conference.

This year academic sessions are open for the entire post to attend, however, only one test per post will be allowed. If two tests are found to be submitted both will be disqualified.



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The Drill Team event will be offered again at this year's conference. When you register for the conference you will have the option to sign up for this event. More info will follow.

You will see that the Health form that needs to be completed and retained in your records. You do not need to complete Part C. Please make sure you keep this paperwork with you at the conference.

***If you are waiting for money to start your registration, please do not wait and register your post, if you miss the deadline your post will not be able to attend.***

Remember if you do not let us know ahead of time of any special request we won't be able to honor the request. This included special diet requests.

Please notify us of any changes so we can keep the hotels informed of the rooms needed for the conference. Remember April 1, 2019 no changes can be made other than a total drop.

**There are no limits to the number of explorers and advisors you wish to bring!**

\*\*\*\* You will be notified via e-mail on your housing information and if you will be sharing rooms. \*\*\*\* Your room info will be assigned as the conference date approaches. Please make sure we have an updated e-mail address for your post and it is reviewed daily.

Please check into your hotel and then come to our registration desk to check in with us and get your Conference information. Remember that most hotels have a check in time of 1500 hours or after.

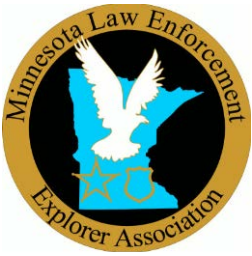
Park at your hotel parking lot when you check in, please remember the hotel lots have height restrictions. We have secured some surface lots for large vehicles and trailers, please advise us if you will be using the surface lot.

Opening ceremonies will be held Thursday night at 1930 at the Mayo Center Grand Ballroom.

We are looking for Door Prizes for closing ceremonies; please bring to registration table at check in.

If you have any questions, please contact a board member at any time.

Thank you,  
MLEEA Board



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## Registration Check list.

### Advisors

Name, Sex, Email address, Cell phone (available at the conference), T-shirt size, if they want a 5K T-Shirt, Special food request

### Explorers

Name, Sex, Date of Birth, T-Shirt size, Event Team, Shooting Team, if they want a 5K T-Shirt, Special food request

### Forms that need to be completed and submitted

Post Membership Form

Advisor Code of Conduct

Shoot Waiver for all that are shooting (can be submitted at conference)

### PDF's that you need or need to be completed and retained

Medical Form

Parking

### Additional form that if completed must be submitted by April 1, 2019

Youth Rep Application

2019 Advisor of the Year

Shawn Silvera Memorial Scholarship

Nick Turcotte Memorial Scholarship

Scott Patrick Memorial Scholarship

Ron Valent Memorial Scholarship

Minnesota Association Woman Police Scholarship