

**FCCLA National Leadership Conference Registration Reimbursement
Form B – School Reimbursement**

(Check will be made to and sent directly to the school following the conference)

Student Full Name	
School	
Name of First Place Event	
School Address	
City, State, Zip Code	
School Phone	
Adviser Name	
Adviser Email	
Purpose of Travel	FCCLA National Leadership Conference
Registration Fee Paid	\$45.00
Adviser Signature	

Instructions

- Submit a completed conference registration reimbursement form (one per student) to Tennessee HOSA no later than June 13, 2018.
- A copy of your school's national leadership conference registration must be submitted with this form in order to qualify for reimbursement. Copies can be printed from the online registration website after completing the registration process.
- Advisers must complete a form for each student who was a first place winner at the 2018 Tennessee FCCLA State Leadership Conference.
- Substitutions and transfers are not allowed. Only those students registered in the event for the Tennessee FCCLA State Leadership Conference are eligible for reimbursement.
- The student must compete in the event at the FCCLA National Leadership Conference in order to be reimbursed.
- Reimbursement is limited to one \$45 fee per student.
- Registration and attendance will be verified following the close of the conference.
- It is recommended that you save a copy of this form for your records.

All completed documentation will be submitted to Tennessee FCCLA for approval and reimbursement following the close of the conference. Checks are usually mailed to chapters in eight to ten weeks.

All forms must be returned via the email to Pamela.Sieffert@tn.gov and must be received on or before June 13, 2018 to qualify for reimbursement.