



## 2020 WISCONSIN STATE LAW ENFORCEMENT EDUCATION ADVOCATES CONFERENCE

### Advisor/Mentor Checklist

**Registration is due January 6, 2020**

- 1. Complete Registration Form for each Cadet/Explorer and Advisor/Mentor attending.**
  - a. For the safety of all attendees, please be sure to list all allergies and the ages of all Cadets/Explorers.
  - b. Turn in original and keep a copy.
- 2. Complete Post/Unit Registration Form listing all Cadets/Explorers and Advisors/Mentors attending.**
- 3. Complete Room Assignment Request**
  - a. Every effort will be made to room Cadets/Explorers from the same post together, but we cannot guarantee room requests.
- 4. Submit all required forms via email by January 6, 2020. An invoice will be sent for the total amount. Check, PayPal and Credit Card will be accepted.**
  - a. Registration cancelled prior to January 20, 2020 will be subject to a \$50.00 processing fee.
  - b. Registration cancelled after that date will not be refunded.
  - c. Registration should be submitted to:

Dave Constantineau - WLEEA  
dconstantineau@cityofmuskego.org  
262-679-5650