



## 2023 WISCONSIN STATE LAW ENFORCEMENT EDUCATION ADVOCATES CONFERENCE

### Advisor/Mentor Checklist

**Registration is due December 15, 2022**

- 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 December 15, 2022. An invoice will be sent for the total amount. Check or Zelle will be accepted. Credit card payment will be charged a 3% processing fee.**
  - a. Registration cancelled prior to January 20, 2023 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:

WLEEEA Registration  
WLEEEAregistration@googlegroups.com

Payments mailed to:  
WLEEEA  
ATTN: Dave Constantineau  
W261S8335 Faulkner Rd  
Mukwonago, WI 53149