



CHAPTER PREPARATION GUIDE



“This is
not a vacation.
This is a
business trip.”

- Leader Princess Joaquin '07
Past conference attendee

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FOREWORD



High school is not a beta test.

For some students, only a few short months separate them from their “go live” moment. But will they be ready?

In a now famous high school commencement speech earlier this year, teacher David McCullough Jr. dramatically put into perspective the emergence of his students from the cocoon of adolescence into a world already staggering from the weight of the recession and intense global competition. “Capable adults with other things to do have held you, kissed you, fed you, wiped your mouth, wiped your bottom, trained you, taught you, tutored you, coached you, listened to you, counseled you, encouraged you, consoled you and encouraged you again,” he said. “But do not get the idea you’re anything special. Because you’re not. Across the country no fewer than 3.2 million seniors are graduating about now from more than 37,000 high schools. That’s 37,000 valedictorians and 37,000 class presidents. But why limit ourselves to high school? After all, you’re leaving it. So think about this: even if you’re one in a million, on a planet of 6.8 billion, that means there are nearly 7,000 people just like you.”

Too often, minority students are applauded for doing the basics— passing class or attending school, as if they could not be expected to achieve anything more. It is what President Obama calls the “soft bigotry of low expectations.” We know that to achieve success, they must stand out; not only

amongst their peers at the high school they are attending, but amongst the tens of millions of high school students from around the world fighting to come to America and claim college seats and career opportunities. They simply don’t have any time to waste.

In his book *Outliers*, Malcolm Gladwell shows how important preparation is to success. The point that he makes is that success rarely comes without preparation; hitting the lottery or meeting someone who desperately needs to hire the next person they see rarely happens. But he goes further, arguing that the true luck is the *opportunity* to prepare. In other words, many people do not even get the chance to prepare, regardless of whether or not they would actually decide to put in the related hard work to take advantage of it.

Take the Manning brothers for example, Eli and Peyton, both Super Bowl winning quarterbacks for the Indianapolis Colts and New York Giants, respectively. While their talents may seem genetic, it was more likely due to thousands of hours of exacting practice under the tutelage of their father, NFL and College Football Hall of Fame quarterback Archie Manning, who is tied for a still-standing SEC conference record for most yards in a game- the first college football game ever broadcast on television in prime time. They, and yet another brother who was a stand-out college player in his own right, had the *opportunity* to learn from a master.



It is very easy for people to tell children from trying circumstances to “work hard” as if doing so will make success inevitable. But rarely are they told that there are *mechanics* to hard work. Telling a child to study is one thing; making sure that they have access to a quiet place to work with proper lighting after a balanced meal is another. Telling them to find people that can help them is one thing; showing them where to look for these people, what to say to them when they find them, and how to follow-up is another.

More importantly, just like money has a time value, preparation has a time value. Take math for example. Human nature is to avoid situations that make you uncomfortable. So when students don’t learn the basics of a subject when they are young, i.e. math, it makes it more uncomfortable for them to pursue it when they are older and gets even more complicated. And successive courses of

math build on what the student should have learned the year before, so they cycle only gets worse and worse until it just becomes seemingly hopeless. Students stop working hard, which only means that they get less preparation when they actually need more, and the gap just gets wider and harder to bridge.

The 2012 Leaders of Tomorrow Annual National Conference is themed “Success Boot Camp.” It is designed to be an intense wake up call. Students will learn what they can accomplish if they focus and work hard toward it, but also get a real look at the habits they exhibit on a daily basis that may be holding them back. They will learn how to expect more of themselves, how to gain the skills and resources they need, and how to push themselves to actualize their own vision of success.





OVERVIEW

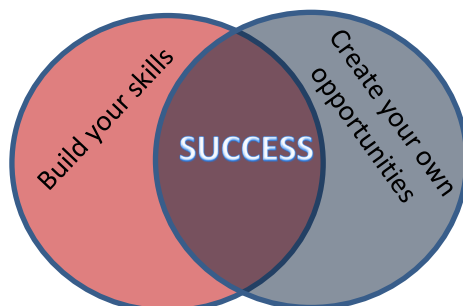


Success Boot Camp: The 2012 Leaders of Tomorrow Annual National Conference

is designed to be a transformative experience through which attendees leave embracing a core philosophy that will serve as their lifelong foundation upon which to build success:

1. **Chart Your Path.** The most sure pathway to success is through strategically directed preparation through hard work and maximization of opportunities.
2. **Hard Work is Hard.** Meaningful hard work is, by definition, *hard*, and involves discipline, sacrifice, repetition, and focus. But it is worth it.
3. **Leverage Talents and Fill in Gaps.** Use talents and natural interests to build an expertise that becomes a competitive advantage, and identify weak skill sets and develop them.
4. **Create Your Own Opportunities.** More often than not, opportunities to capitalize on hard-earned preparation do not come about solely via chance, and must be engineered through networking, research, risk-taking, confident public and private presentation, collaboration, and follow-through.
5. **Succeed and Lead.** Leadership is the responsibility of individuals who can see pathways to success.

At Success Boot Camp, attendees will begin to chart a realistic path to achieving their dreams through frank discussions with highly successful leaders in business, academics, public policy, entertainment, and other areas in addition to no-holds-barred workshops with internationally recognized trainers. They will get experience creating their own opportunities by learning how to conduct informed, strategic networking. They will understand how to *know what they don't know* and fill holes in their academic and career preparation. Finally, attendees will gain a firm grasp of the importance of leadership and how they can have a lasting impact on the world.

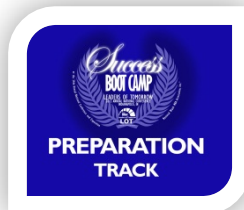


PROGRAMMING TRACKS

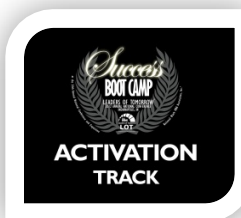
The conference is organized into four tracks that integrate academic excellence and college admissions counseling, professional and career development, management, and service. They are designed to make students aware of their potential for success, instill a sense of urgency, give them a roadmap for personal achievement, and show them how they can make a unique impact on society.



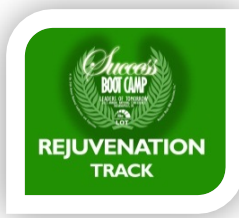
Students learn to look beyond their limited view of success and envision a higher level of excellence, prosperity, service, and leadership.



Workshops and activities that help students develop the habits, plans, and awareness they need to assume responsibility for their own success, by analyzing their own strengths and weaknesses.



Attendees get real-time, hands-on experience acting as leaders— making decisions, managing teams, collaborating with professionals, and engaging in community service.



Students learn to balance work with health, wellness, and fun.





LOGISTICS



STUDENTS, CHAPERONES, AND SUPERVISION

STUDENT SELECTION

Attitude is everything. A key element of the conference experience is the interaction between students and their peers; and the interaction between students and chaperones, NBMBAA members, conference attendees, corporate recruiters, and workshop leaders. Therefore, it is very important that the students your chapter brings to the conference are students you trust to be positive contributors to the experience. Remind your students that they will get out of the conference what they put into it. Also, because of the intensive and collaborative nature of program activities, one student's attitude will have a direct effect on the experience of the other students; a positive attitude will push everyone to learn and achieve more, while a negative attitude will diminish the experience of the other students.

Chapters may bring an unlimited number of students. However, chapters should remember that programming is designed for students in grades 9-12. Students will be away from home, many for the first time. It is critical that chapters select students who they know to be mature, able to follow instructions enthusiastically, and who are interested in the programming the conference has to offer. It is extremely highly recommended that chapters bring only students that are regular participants in their local LOT program who they know to be trustworthy because of their experience with them.

CHAPERONES

Chapters are ultimately responsible for the behavior of their students, and chaperones are expected to maintain behavioral control of the students they accompany. **There should be chaperones from your chapter with students from your chapter at all times.** For this reason, it is highly recommended that your chapter send more than one chaperone with your students. Multiple chaperones can spread out responsibility for supervising students, and provide breaks for each other. A general guideline should be one chaperone for every five students, but you may want to bring at least 2 chaperones to provide breaks for each other. A ratio of 10 students to one chaperone is the maximum permitted.

The local chaperones and program chairs that accompany the students from their chapters will be responsible for coordinating movement of their students on a minute-by-minute basis. Their primary responsibility is managing their student's participation in the conference- including making sure that they arrive where they are supposed to be prepared, appropriately dressed, and



on time. They will be the formal conduit for passing information to the students, and the primary contact with the student's parents.

SAFETY

There will be multiple layers of supervision for students, including professional security. Chaperones, however, are the primary persons responsible for the safety of students as chapters have the most accurate knowledge of student maturity, habits, and the expectations of their parents.

EXPECTED BEHAVIOR

Students are expected to follow conference rules at all times, and be respectful to other conference attendees, presenters, and chaperones. This is necessary both to ensure that all students have the optimal conference experience, and for the safety of everyone in attendance.

1. Students are expected to treat each other with the utmost respect.
2. Harsh language should be avoided, as should excessive physical contact.
3. Young men and women should never be in each other's rooms, even as a group, unless accompanied by a chaperone *from their chapter*.
4. There will be certain times when students are not engaged in structured activities, but should not move about the hotel in an unrestricted fashion:
 - **Curfew:** Students are expected to be in their room asleep or getting ready for the next day
 - **Floor Restrictions:** Students may only move about on the floor where their room is located
 - **Up and Back:** Students may go back to their room on their own per their chapter's movement policy, but should come back to the official conference activities after their reason for returning to their room has been fulfilled. They should not roam the hotel.
5. Of course, students are not expected to engage in drug use, theft, or any other illegal activity. Illegal activity is beyond the scope of the NMBAA authority, and any suspected illegal activity will be referred to local law enforcement.

Note: Chapters should set their own policies. For example, it is a good idea to make sure students don't ever move by themselves. They should probably move in pairs with someone from their own chapter, and make sure chaperones know where they are at all times.

CAPTAINS

Chapters will be guided through the conference by members of the NMBAA Operations Team specifically assigned to Leaders of Tomorrow. Called "Captains" in concert with the Success Boot Camp theme, these individuals are volunteers who have served as LOT mentors and chaperones, or are alumni from around the country. The Admirals are primary responsible for ensuring that conference logistics are executed efficiently. They will serve as a chapter's primary point of contact regarding the where, when, and how of students' participation in conference activities— answering questions, providing directions, and helping keep track of students as they move from place to place. They will be the chapter's first point of contact in emergencies or if details shift. Students should recognize them as a secondary authority figure, although chaperones maintain primary responsibility for the behavior, movement, and safety of students from their chapters.



TRANSPORTATION

To/ FROM INDIANAPOLIS



Chapters are responsible for transporting their students to and from Indianapolis by whatever means the chapter believes is most efficient. Most chapters fly into the conference host city via its major airport, which in this case is **Indianapolis International Airport (Airport Code: IND)**. Chapters closer to Indianapolis may choose to drive in. Costs associated with travel to and from Indianapolis are the chapter's responsibility.

Website for Indianapolis International Airport is: <http://www.indianapolisairport.com>

To/FROM CONFERENCE LOCATION

Chapters are responsible for transporting their students to the Hilton Indianapolis Hotel and Suites on Tuesday, September 25 by 9 p.m. for registration and any pre-conference activities. They are also responsible for transporting students back from the Hilton on Sunday, September 30. ***Chapters are free to use whatever shuttle service, cab, or car service they choose.***

The most inexpensive way to travel from the airport to the Hilton is by using the IndyGo Green Line Downtown/Airport Express- Route 205. IndyGo is the Indianapolis public transportation system and the Green Line is the express route from the airport to downtown hotels.



Using the IndyGo Green Line service is **\$7 per person**. Patrons can board from the airport at the **Ground Transportation Center, Zone 6**. The Ground Transportation Center is located between the Baggage Claim area and the parking garage. Use the pedestrian walkways from the Baggage Claim areas to access Ground Transportation. Zone 6 is outdoors on the ground floor. Signs at the airport will direct you. Visa, MasterCard, American Express or Discover are accepted on the bus; if paying in cash, exact fare is required (receipts available). Advance ticket purchases can be made online or by phone. IndyGo Green Line departures from the Indianapolis Airport occur at :00 minutes after the hour; :20 minutes after the hour; and :40 minutes after the hour. More information about the service can be found at <http://www.indygo.net/pages/downtownairport-express>.



AROUND INDIANA

Beginning Wednesday morning, complimentary transportation to all activity locations around Indiana will be provided to students and chaperones. Chapters are responsible for any transportation to locations around Indiana that are not part of conference programming, including any local travel on Tuesday or Sunday. Chapters may rent vehicles if they choose, but as transportation will be provided to all official conference activities, renting vehicles once in Indiana may not be cost effective.

PARKING

For chapters driving or renting vehicles while in Indianapolis, parking is available at the Hilton for a reduced rate of \$112 for self-park and \$20 for valet.

HOTEL

All students and chaperones will be staying at the

Hilton Indianapolis
120 West Market Street
Indianapolis, Indiana 46204
Toll-Free: (800) HILTONS
Tel: (317) 972-0600 • Fax: (317) 972-0660
www.indianapolishilton.com





REGISTRATION AND HOUSING



All registration and housing reservations should be completed online. Your chapter president will receive an email with the web address, username, and password that your chapter should use to register students.

Chapters are granted THREE complimentary registrations for LOT students, which does not include a \$50 cost for blue blazers for each student (see page 17). Chapters also pay a \$325 registration fee for all other students and all chaperones that attend the conference. Chapters are responsible for securing and paying for lodging for their students and chaperones. It is recommended that chapters arrange for up to four students to stay in one room. Male and female students may not share rooms.

Again, all attendees will receive a blue blazer, which chapters are asked to purchase for \$50. This applies BOTH to students who have complimentary registrations and paid registrants. Chaperones will not receive the blazer and will not be assessed the \$50.

There is no formal mechanism for connecting chapters that would like to arrange for less than four students to share a room with students from another chapter to minimize costs. However, informal communication between chapters has traditionally been successful in securing such arrangements.

ARRIVAL AND CHECK-IN

Chapters are strongly encouraged to arrive at the Hilton between 5 p.m. and 9 p.m. on Tuesday, September 25, 2011 to check-in. For your convenience, chapters can check-in students and pick up conference materials at the Hilton. You will be directed to the appropriate location in the Hilton once you arrive. CHECK-IN FOR LOT WILL NOT OCCUR AT THE INDIANAPOLIS CONVENTION CENTER.

HOW TO REGISTER AND SECURE HOUSING

All registration and housing activities will occur online this year.

- Each chapter president will receive an invitation to register students for the conference. This will include a preset username and password.
- Chapter presidents can register students themselves, or forward the email to the LOT coordinator or other entity they designate to register students from their chapter.



- Once you have been designated to register students, click the link in the email and enter your preset username and password.

The registration site will guide you through the process of registering a student or chaperone for the conference. Before you begin, you will need the following basic information for each student or chaperone you are registering:

- **Student or chaperone's first and last name**
- **Student or chaperone's address including zip code**
- **Student or chaperone's email address**
- **Student or chaperone's gender**
- **Year in school (Students only)**
- **Chapter**
- **LOT chair or coordinator's name**
- **LOT chair or coordinator's email address**
- **LOT chair or coordinator's phone number**

You do not have to register all of your students or chaperones at one time. You can use this system to assign your complimentary registrations, or pay for students attending beyond your complimentary allocation, blue blazers, chaperone registrations, and hotel rooms for students and chaperones.

The registration process occurs through a few simple steps:

Step 1: Input basic information: Enter the basic information for your student or chaperone.

Step 2: Allocate or pay for the registration. Use a complimentary registration to secure the registration or provide payment via credit card. Your registration will now be considered submitted. Students and chaperones will receive an email asking them to provide additional information.

Step 3: Reserve Hotel Room. Reserve and pay for a hotel room for the student or chaperone, or assign them as roommates in an already occupied room.

Step 4: Additional Information. Student or chaperone inputs additional contact, demographic, medical, and personal information. Students will also need to upload an essay, recommendation, and parental release form.

Each step may be completed separately; however, once you have begun a step, you must finish that step in the same sitting in order for the information to be saved.



TO REGISTER A STUDENT FOR THE CONFERENCE

Note, at the bottom of the landing page, there is a button called “View Roster.” Click this button to see how many complimentary registrations you have used. To get back here at any time, click the “Home” tab.

1. On the task bar, click “[Register Leaders of Tomorrow](#)”
2. Enter the First Name, Last Name, Email Address, City, State, and Zip Code for the student.
3. Enter in your chapter’s name and the name of the LOT Coordinator and their email address. This should be the person responsible for coordinating the registrations, housing, etc. of the students and chaperones attending the conference and who will participate on conference calls, make sure they complete pre-assignments, etc. This does not necessarily have to be the LOT chair.

To speed the registration process, the chapter coordinator does not have to enter in all of the attendee information at the time of registration submission. Students themselves may come back into the record and complete this information. However, this information must be completed by **Friday, August 17**.

4. When you click “Add Person” at the bottom of the Register Attendee page, you will then see a blank page, and a note that “You have items in your shopping cart.” Click the link at the top or bottom of the page that says “Click here to check out” to review the registrations you have pending or to complete the registration process. You can register more than one person at a time.
5. When you are ready to pay for your registrations and/or blazers, click the “Click here to check out” link.
6. Select the registrations/blazers the payment is to apply to.
7. Enter in credit card information.
8. Click Process Payment.

You now need to send the confirmations to the students. This confirmation email will direct them to come back and enter in the additional information needed to complete their registration and to upload the additional documents they need to provide.

9. Click the Send Confirmations link.
10. Enter the email addresses you want the student’s confirmation to go to. You will need to make sure the student’s email address AND the LOT Coordinator’s email address is included so they both get it.
11. Click the Send Confirmations button.

View Roster

Home Register Attendees View Payment Information Send Confirmations

WELCOME TO SUCCESS BOOT CAMP!

Task

- Register Leaders of Tomorrow
- Register Chaperone
- Send Confirmations
- View Payment Information
- Housing

Title

Prefix

*First Name

*Last Name

Suffix

Email Address

*City

*State/Province

You have items in your shopping cart. Click here to check out.

Add Person

Payment Information

Apply this payment information to:

☐ McTester, Chester ☐ Hest, Test ☐ Chaperone, Great

☐ Prince, Fresh ☐ Great Chaperone, Ima

Check All | Uncheck All

Payment Type: American Express

Card Holder Name

Card Number

Card Exp Date (MMYY)

Confirmation Code

Process Payment

Home Register Attendees

Task

- Register Leaders of Tomorrow
- Register Chaperone
- Send Confirmations
- View Payment Information
- Housing

Person ID	Name	Include Contact	Email Address	Additional Email
* 44577465	Test Hest	<input type="checkbox"/>	cedricmoble@gmail.com	
* 44574990	Chester McTester	<input type="checkbox"/>	mdouglas@wyndhamjade.com	
* 44604460	Fresh Prince	<input type="checkbox"/>	cedricmoble@gmail.com	
* 44577485	Great Chaperone	<input type="checkbox"/>	cedricmoble@gmail.com	
* 44604560	Ima Great Chaperone	<input type="checkbox"/>	cedricmoble@gmail.com	

Check all people | Uncheck all people

Check all include contact | Uncheck all include contact

* There are unpurchased items for the indicated people.

Send Confirmations



To register a chaperone for the conference:

Note, at the bottom of the landing page, there is a button called "View Roster." Click this button to see how many complimentary registrations you have used.

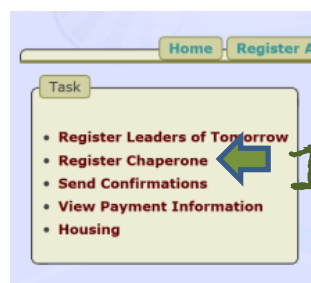
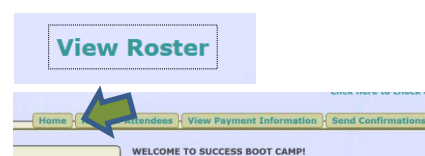
1. On the task bar, click "Register Chaperone"
2. Enter the First Name, Last Name, Email Address, City, State, and Zip Code for the chaperone.
3. Enter in your chapter's name and the name of the LOT Coordinator and their email address. This should be the person responsible for coordinating the registrations, housing, etc. of the students and chaperones attending the conference and who will participate on conference calls, make sure they complete pre-assignments, etc. This does not necessarily have to be the LOT chair.

To speed the registration process, the chapter coordinator does not have to enter in all of the attendee information at the time of registration submission. Chaperones themselves may come back into the record and complete this information. However, this information must be completed by **Friday, August 17**.

4. When you click "Add Person" at the bottom of the Register Attendee page, you will then see a blank page, and a note that "You have items in your shopping cart." Click the link at the top of the page that says "Click here to check out" to review the registrations you have pending or to complete the registration process. You can register more than one person at a time.
5. When you are ready to pay for your chaperone's registration, click the "Click here to check out" link.
6. Check the registrations the payment is to apply to.
7. Enter in credit card information.
8. Click Process Payment.

You now need to send the confirmations to the chaperone. This confirmation email will direct them to come back and enter in the additional information needed to complete their registration and to upload the additional documents they need to provide.

9. Click the Send Confirmations link.
10. Enter the email addresses you want the chaperone's confirmation to go to. You will need to make sure the chaperone's email address AND the LOT Coordinator's email address is included so they both get it.
11. Click the Send Confirmations button.

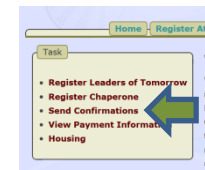


A screenshot of the registration form. Fields include Title, Prefix, First Name, Last Name, Suffix, Email Address, City, State/Province, and MI. A green arrow points to the 'Add Person' button at the bottom left.



You have items in your shopping cart.
Click here to check out.

A screenshot of the 'Payment Information' page. It shows a list of items in the shopping cart with checkboxes. Below is a section for payment type (American Express) and card details (Card Holder Name, Card Number, Card Exp Date, Confirmation Code). A green arrow points to the 'Process Payment' button.



A screenshot of the 'Send Confirmations' page. It contains a table with columns: Person ID, Name, Include Contact, Email Address, and Additional Email. The table lists several attendees with their IDs and names. A green arrow points to the 'Send Confirmations' button at the bottom left.

Person ID	Name	Include Contact	Email Address	Additional Email
44577465	Test Hest	<input type="checkbox"/>	cedricmoble@gmail.com	
44574990	Chester McTester	<input type="checkbox"/>	mdouglas@wyndhamjade.com	
44604460	Fresh Prince	<input type="checkbox"/>	cedricmoble@gmail.com	
44577485	Great Chaperone	<input type="checkbox"/>	cedricmoble@gmail.com	
44604560	Ima Great Chaperone	<input type="checkbox"/>	cedricmoble@gmail.com	



Housing

You now need housing.

Click the Housing link in the task bar.

1. Choose the type of room you are requesting. You may book more than one room at once.
2. Click the Search button.
3. The Hilton Indianapolis Hotel and Suites will come up. It is the only hotel that will appear when you search for a hotel while booking for LOT students and chaperones.
4. Click Select.
5. You will see summary of charges if you were to book these room.
6. Click Reserve Now.
7. Enter in the information for the LOT Coordinator.
8. Click Proceed.
9. Enter in the payment information.
10. Click Proceed.
11. Enter in the students or chaperone assigned to each room.

Registration and Housing 1

Check-in: 09/25/2012 Check-out: 09/29/2012 Rooms: 1 Occupancy: 1 person, 1 bed

Search Results for the criteria: 1 room from 09/25/2012 to 09/29/2012. Occupancy "1 person, 1 bed". Include sold-out

HILTON INDIANAPOLIS HOTEL & SUITES
120 West Market Street, Indianapolis, IN 46204

Search 2

Results for the criteria: 1 room from 09/25/2012 to 09/29/2012. Occupancy "1 person, 1 bed". It

HILTON INDIANAPOLIS HOTEL & SUITES 3
120 West Market Street, Indianapolis, IN 46204
Distance to convention: 0.4 Miles / 3 Blocks
[Map](#)
[Hotel Pictures](#)
When traveling to Indianapolis, visitors love staying at the Hilton Indianapolis hotel a accommodations, impeccable service and is just steps from all the major attractions i friendly and ... [show more](#)

Select 4

Tue	Wed	Thu	Fri	
09/25	09/26	09/27	09/28	
\$119	\$119	\$119	\$119	

Total room charges: \$476.00
Total taxes and fees: \$80.92
Total charges: \$556.92 5

Reserve Now 6

Prefix:
First Name: *
Middle Initial:
Last Name: *
Suffix:

Proceed 7

Payment Information 8,10

Payment Type: * Visa
Card Holder Name: *
Credit Card Number: *
Expiration Date: * Choose One * / Choose One *
Security Code:

9





NATIONAL LEADERSHIP



The National Executive Committee

LOT students are expected to take an active role in making the program more effective and making the communities they function in more prosperous and just. The National Executive Committee serves as the national legislative body for the Leaders of Tomorrow students. The committee will serve as a conduit to communicate the ideas and desires of the chapters to the LOT national student C-suite team and coordinate implementation of the directives of

the C-suite team within chapters.

Each chapter should select a committee member, who will be called "Chapter Executives." The Chapter Executive will also be responsible for leading their chapter's activities during the conference and coordinating logistics with the Admirals. They should be prepared to keep their fellow chapter members enthusiastic about conference activities and relay important information to the students. Each chapter executive is automatically part of the National Executive Committee.

The major function of the National Executive Committee is to select candidates for national President and CEO. The committee will meet in executive session late at night on the Tuesday before conference (September 25, 2012 from 10 p.m.-12 midnight) to select no more than five candidates for President and CEO.

National Executive Officers (C-Suite Team)

LOT students are represented nationally by a C-Suite Team, led (in order of hierarchy) by the President and Chief Executive Officer, the Chief Operating Officer, and the Chief Administrative Officer.

President and Chief Executive Officer (CEO)- National representative of Leaders of Tomorrow students. Responsible for presenting the views of the students to national headquarters leadership, coordinating national initiatives like the global community service project, and leading the C-suite team as they construct national policy.



Chief Operating Officer- Assumes the duties of the CEO if he or she cannot perform them. The Chief Operating Officer is also the official recorder of changes to national policy, such as the Constitution and By-Laws.

Chief Administrative Officer- Third and final member of the C-Suite Team, the chief administrative officer serves as the recording secretary for C-suite meetings and is the official point of communication between the C-suite team and chapter executives.

The C-Suite team will make all decisions assigned to the student leadership by the national headquarters, except the determination of the final round candidates and decisions the C-Suite itself decides to relegate to the Executive Committee. C-suite decisions are determined by majority vote of the team.

National Elections Process at the National Conference

Any chapter may select one person to run for President and CEO. Each candidate will deliver a 3-5 minute speech before the Executive Committee on Tuesday night. The speeches should reference the candidate's qualifications to be the national leader, their reasons for running and their vision for moving the program forward, especially with regards to what the students themselves can do to make it better.

Each chapter executive may vote for one candidate. The top five candidates will advance to the Final Round, which will take place on Thursday night of the conference. If a chapter executive is also running for President and CEO, he or she may use their chapter's vote to vote for themselves. If only five or fewer candidates run for office, all five will advance. In the event of a tie, there will be a tie-breaking vote by everyone present and voting.

On Thursday night, candidates will deliver their speech in front of all student attendees. Each chapter will again get one vote, to be determined by a majority vote of chapter members. The person with the most votes will become President and Chief Executive Officer; second highest number will become Chief Operating Officer, and third most will become Chief Administrative Officer. In the event of a tie, there will be a run-off, with the person losing the vote assuming the position (if applicable) related to the next-highest amount of votes. Chapters may use their vote to vote for a representative from their chapter.





SCHEDULE

[ALL TIMES AND ACTIVITIES TENTATIVE AND SUBJECT TO CHANGE]

TUESDAY, SEPTEMBER 25

CHECK-IN

5 PM- 9 PM

HILTON

Chapters arrive in Indianapolis and check in to hotel/ receive their conference materials. Meals are is the responsibility of each chapter. There are dozens of restaurants within walking distance of the Hilton and inside the Hilton itself.

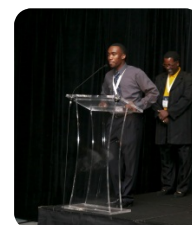


10 PM -MIDNIGHT

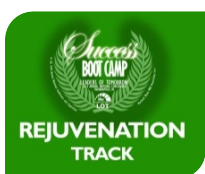
HILTON

EXECUTIVE COMMITTEE

Chapter Executives meeting in executive committee to hear speeches from President and CEO candidates, narrowing the field to the top five students.



WEDNESDAY, SEPTEMBER 26



6 AM- 6:30 AM| HILTON

JUMPSTART (Mandatory Workout)

Students exercise under the direction of personal trainer Bertha Cross who shares with them exercises they can do every day to stay healthy.

Bertha Cross is the founder of Fitness Heights, International and an aerobics and fitness expert. She has an MBA and is a certified coach with Road Runners Club of America, and a sports nutritionist. She is a trained runner with experience in the Marine Corps Marathon, LA Marathon, Richmond Marathon, Chicago Marathon, Virginia Beach Half Marthon, NovaScotia Half Marathon, Philadelphia Classic Half, Annapolis 10 Miler, Cherry Blossom 10 Miler, Komen Race for the Cure and various half marathons, and numerous 5Ks and 10Ks. She also has experience with kickboxing, advanced aerobics, weight training, tennis, skiing, and biking.



Bertha Cross



WEDNESDAY, SEPTEMBER 26 cont'd

7:30 AM- 9:30 AM | HILTON



BREAKFAST/ NETWORKING WORKSHOP with **GEORGE FRASER** Author/ Chairman and CEO, FraserNet, Inc.



George Fraser

Over breakfast, students learn how to create and leverage a network of professionals who can provide the knowledge and connections they will need to advance their education and career. Students will be specially counseled on:

- Planning, execution, follow-up, and follow through
- Understanding the historical context of networking in the African-American community
- Making a meaningful impression and establishing a lasting relationship

George C. Fraser is considered by many to be one of the foremost authorities on networking and building effective relationships. He is the author of books including Success Runs In Our Race; The Complete Guide to Effective Networking in the African American Community. Mr. Fraser is also the publisher of the award-winning SuccessGuide Worldwide: The Networking Guide to Black Resources. He is the founder of the annual PowerNetworking Conference, the largest gathering of Black professionals, business owners and community leaders.

9:30 AM- 2:30 PM | BLOOMINGTON, IN



ROAD TRIP to **INDIANA UNIVERSITY**

Students will take a short trip to 42,000 student-strong Indiana University, in Bloomington, Indiana and get a view of campus life in the Midwest at a very large, public research university.

Students will specifically explore:

- Admissions standards at a large public college
- Whether a large college is right for them
- The importance the student places on large populations of African Americans on campus and on diversity in many forms



Founded in 1820, IU Bloomington is the flagship campus of Indiana University's eight campuses statewide. Innovation, creativity, and academic freedom are hallmarks of IU Bloomington and its world-class contributions in research and the arts. The "Big 10" school was named the "Hottest Big State School" in 2005 by Newsweek, America's Hot Colleges and has a commitment to emerging technology. The

2000-acre campus was named "most wired" among public universities by PC Magazine in 2006. U.S. News & World Report has recognized IU for outstanding freshman programs and residential learning communities, and Time magazine praised its commitment to freshmen when it named IU "College of the Year" in 2001.

WEDNESDAY, SEPTEMBER 26 cont'd



3:30 PM- 4:30 PM | HILTON

PUBLIC SPEAKING WORKSHOP facilitated by **SPORTY KING** Author/ Toastmasters Champion

Participants will be given tips on how to effectively make a public presentation with confidence and competence. They will also learn how effective public speaking can help them advance their career, lead people, and promote their ideas and agenda.



Sporty King

4:30 PM- 5:30 PM | HILTON

PRIVATE SPEAKING WORKSHOP facilitated by **SPORTY KING** Author/ Toastmasters Champion

Public speaking is often a focus of professionalism workshops, but “private speaking” is rarely addressed. Students will be counseled on how to make meaningful and memorable “small talk”—at dinners, receptions, elevators, on the golf course, while waiting for an interview, etc. in a way that leaves a favorable impression.

Sporty King is an award winning professional speaker, author and TV personality who delivers inspirational, practical, usable techniques in speaking that can be applied to daily life. He is was named Division Champion while competing in the 2011 World Championship of Public Speaking and is a member of the Toastmasters International Hall of Fame, having finished as one of the Top 9 speakers in the world at the Toastmasters International Speech Contest in 1996. Among King's media appearances are the Chicago Tribune; ABC/TV; and weekly on WGN/TV's nationally syndicated Minority Business Report. He has also been an Adjunct Professor at Kennedy-King College and a Artist-In-Residence at Purdue University.



5:30 PM- 6:30 PM | HILTON

NETWORKING RECEPTION

Students will put what they have learned all day into action— engaging invited NMBBAA members and corporate partner representatives who are employed in careers they may have interest in. Students will be evaluated by their mentors. NMBBAA conference attendees, corporate partner/ exhibitors, and Indianapolis chapter members/associates will be asked to attend the reception and answer questions about their careers and paths to success from student networkers, while students will be evaluated with regards to their interpersonal skills and ability to control the conversation. Professionals will be invited from the fields of:

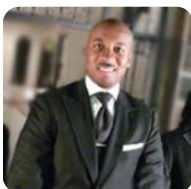
- General Management
- Human Resources
- Marketing
- Finance
- Communications
- Logistics
- Accounting

WEDNESDAY, SEPTEMBER 26 cont'd

6:30 PM- 8:30 PM | HILTON



THE BLUE BLAZER CEREMONY featuring
ALEX ELLIS *Image Consultant and Founder, Tied to Greatness*



Alex Ellis

In a ceremony unique in the world, chapter presidents will be invited to show their commitment to their LOT student's lives by attending the first "Blue Blazer Ceremony." The blue blazer is the symbol of the basic business attire every professional should have in their wardrobe (according to Alex Ellis). Presidents will present the blazers to their students, demonstrating the chapter's investment in the student's life and career. The event will be facilitated by Alex Ellis, who will share insight on the importance and impact of first impressions.

Alex Ellis is an image coach who is "redefining the meaning of style." An author, speaker, custom clothier, mentor, and gentleman of integrity and distinction, Ellis is turning heads across the nation through his well-dressed stature and inspirational words. He has been recently featured on CNN's "Reclaiming the Dream", Black Enterprise's Our World Television Show, The 700 Club, BET and the Steve Harvey Morning Show. Honored with the distinguished 40-Under-Forty award from the Network Journal, Ellis is heralding a powerful message on image from the inside out. His campaign, "Tied to Greatness", is a national outreach program targeting the image of inner city high school males. This 11-city tour is an innovative approach that is making headlines across the country, as Ellis has called people of color to join forces to take action by teaching young people the power of image, and how to convey their inner and outer personalities with a sense of strong character, pride and dignity.

8:30 PM- 10:30 PM | HILTON



SOCIALIZING IN COMMON AREAS

Students may gather in common areas to relax and get to know fellow conference attendees, though they should avoid gathering in hotel rooms of students of the same sex and absolutely cannot gather in a hotel room of a member of the opposite sex.

**FLOOR
RESTRICTIONS**

10:30 PM- 11:00 PM | HILTON

CURFEW

11:00 PM | HILTON



THURSDAY, SEPTEMBER 27



6 AM- 6:30 AM | HILTON

JUMPSTART (Mandatory Workout)

Students exercise under the direction of personal trainer Bertha Cross who shares with them exercises they can do every day to stay healthy.



Bertha Cross



7:30 AM- 8:30 AM | HILTON

BREAKFAST featuring Keynote Speaker **MITZI MILLER** Editor-in-chief, Jet Magazine.

Theme: "Overcoming Challenges To Reach Success At a Young Age"



Mitzi Miller

Mitzi Miller is editor-in-chief of Jet magazine. Prior to leading Jet's editorial and writing teams, she was editorial consultant for Juicy and SET Magazines and a contributor to Essence, VIBE, and Uptown Magazine, among others. She was the entertainment editor at Honey Magazine where she wrote the popular 'girl-around-town' column. Miller was also a TV and culture critic for VH1 and the Food Network. She is also CEO of My Mother's Child Productions, a writing and publishing company.



9:30 AM- 11:30 AM | INDIANAPOLIS CONVENTION CENTER

SENIORS AND JUNIORS ONLY

THE SCHOLARSHIP WORKSHOP featuring **MARIANNE RAGINS** Founder/ Author



Marianne Ragins

Seniors and juniors will learn techniques for finding, applying for, and obtaining scholarships from an internationally recognized expert on the subject.

In Marianne Ragins' senior year of high school, she won over \$400,000 in scholarships for college. As perhaps the first student ever to amass nearly half a million dollars in scholarship money, she has been featured in countless publications including USA Today, People, Ebony, Newsweek, Money, Essence, Family Money, Black Enterprise and on the cover of Parade. She has also made hundreds of radio and television appearances on shows such as "Good Morning America," "The Home Show," and the "Mike & Maty Show." She is also the author of the highly successful Winning Scholarships for College and College Survival & Success Skills 101.

THURSDAY, SEPTEMBER 27 cont'd

9:30 AM- 10:30 AM | INDIANAPOLIS CONVENTION CENTER



SOPHOMORES AND FRESHMEN ONLY

ENTER THE C-SUITE with
KEITH WYCHE *Author, President of ACME*



Keith Wyche

In a small, intimate setting, freshmen and sophomore attendees will have the incredible opportunity to learn up-close and personal from one of the highest ranking African-Americans in corporate America, Keith Wyche, and begin to understand the habits he developed in high school and college that enabled him to reach the pinnacle of corporate success.

Keith Wyche is the president at ACME, a well-known grocery chain. He previously served as the president of SUPERVALU's Cub Foods division, a full-service retail and pharmacy chain with 67 stores in Minnesota and Illinois. A strong leader at Cub, Wyche improved sales trends and grew profitability after joining the company in 2010. In addition to guiding the division's strategy, he has been an active member in the community. Wyche began his career in sales, marketing and management roles with AT&T and IBM. Prior to coming to SUPERVALU, he was president of U.S. operations for Pitney Bowes' Pitney Management Services division. Before that, he held various sales leadership and general management positions with Convergys and Ameritech. He is on the corporate board of directors for WMS Industries.

12:00 NOON- 1:45 PM | INDIANAPOLIS CONVENTION CENTER



NETWORKING AT NMBAA CONFERENCE LUNCHEON

Students again put their networking skills into action by interacting with the professionals attending the National Black MBA Association official conference luncheon. They will also have the opportunity to hear from a high-level speaker.

2:15 PM- 5:15 PM | INDIANAPOLIS CONVENTION CENTER



EFFICACY INSTITUTE TRAINING with
BARBARA LOGAN *Director of School Services*



Barbara Logan

The Efficacy Institute will work with students on developing a mindset and methodology leading to success: a scientific exploration of why anyone can learn and perform at high levels, and a methodology for applying that mindset every day in academic work and leadership activity.

For over 25 years The Efficacy Institute has been dedicated to the Mission of getting all students to proficiency or higher, grounded in the constructive belief that intellectual capacity is neither fixed nor given; rather, it can be built - to high levels - through the sustained application of effective effort at challenging tasks. They provide tools and services that committed adults can use now to accelerate academic achievement and character development under the premise "Smart is not something you just are; smart is something you can get!"



THURSDAY, SEPTEMBER 27 cont'd



5:30 PM- 6:00 PM | INDIANAPOLIS CONVENTION CENTER

PROMISE BOOK REVIEW

Students will meet in their chapters to discuss what they have learned throughout the day, the promises they have made to themselves during the conference, and what they want to get out of the upcoming conference activities.



7:30 PM- 9:30 PM | TBD

DINNER AND LOT NATIONAL PRESIDENT AND CEO ELECTIONS

Students will hear speeches from LOT President and CEO candidates and elect a new leader.



9:00 PM- 11:00 PM | TBD

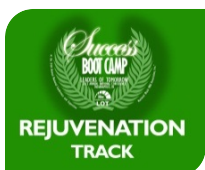
INAUGURATION BALL

The students will celebrate the election of their new leader with a formal attired, DJ'd party.

CURFEW

12:00 MIDNIGHT| HILTON

FRIDAY, SEPTEMBER 28



6 AM- 6:30 AM| HILTON

JUMPSTART (Mandatory Workout)

Students exercise under the direction of personal trainer Bertha Cross who shares with them exercises they can do every day to stay healthy.



Bertha Cross



FRIDAY, SEPTEMBER 28 cont'd

7:30 AM- 8:30 AM | HILTON



BREAKFAST featuring Keynote Speaker
SHUNDRAWN THOMAS *Author and president and CEO, Northern Trust Securities*

Theme: "Achieving Extraordinary Results Through Hard Work and Drive"



**Shundrawn
Thomas**

Shundrawn Thomas serves as President and Chief Executive of Northern Trust Securities, Inc. He was recognized by Crain's Business as one of Chicago's top forty business leaders under the age of forty and by Diversity MBA Magazine as one of the nation's top 50 diverse executives under the age of 50. He is the author of books including Ridiculous Faith: Ordinary People Living Extraordinary Lives, Start Planting!: A Spiritual Guide to Wealth Creation and Successful Investing, and Driving Under the Influence: Finding Your Way on the Road of Life.

9:30 AM- 10:30 AM | INDIANAPOLIS CONVENTION CENTER



LEADERSHIP SIMULATION

Students will try their hand at being a leader by working in teams to manage a simulated crisis, seeing the results of their decision making in real time.

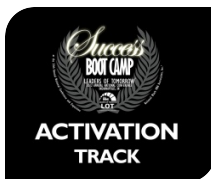
11:00 AM- 11:30 AM | INDIANAPOLIS CONVENTION CENTER



CASE COMPETITION

Students will observe the final round of the NBMBA graduate business case competition, learning tips from the presenting graduate students that they can apply in the upcoming Leaders of Tomorrow National Business Case Competition.

12:00 NOON- 1:45 PM | INDIANAPOLIS CONVENTION CENTER



NETWORKING AT NBMBA CONFERENCE LUNCHEON

Students again put their networking skills into action by interacting with the professionals attending the National Black MBA Association official conference luncheon. They will also have the opportunity to hear from a high-level speaker.

2:00 NOON- 3:30 PM | INDIANAPOLIS CONVENTION CENTER



LET'S DO THIS!
NETWORKING AT CAREER FAIR

Students will engage corporate recruiters from at the NBMBA career fair, the largest of its kind in the country, learning about the companies and fields they represent and selling themselves as future interns and entry-level employees while learning what gives job applicants a competitive advantage.

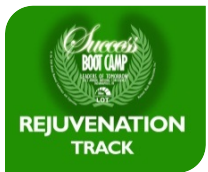
FRIDAY, SEPTEMBER 28 cont'd



4:30 PM- 6:30 PM | INDIANAPOLIS CONVENTION CENTER

SAT S.T.A.R.S. TOURNAMENT (STANDARDIZED TEST ACHIEVERS RAISING STANDARDS)

In game show fashion, students will be divided up into teams and must answer questions similar to those that will be on the SAT college entrance exam. Students who can answer questions quickest will win scholarship prizes.



8:00 PM- 9:30 PM | LOCAL RESTAURANT TBD

DINNER



10:00 PM- 1:00 AM | INDIANAPOLIS CONVENTION CENTER

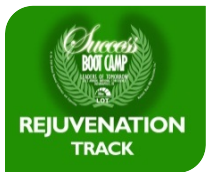
RETRO NIGHT *Skating at Skateland*

In a tribute to a simpler time, students can relax and get to know each other at Skateland, an Indianapolis roller skating rink.

CURFEW

1:30 AM | HILTON

SATURDAY, SEPTEMBER 29



6:30 AM- 7:15 AM | HILTON

CASUAL BREAKFAST



8:00 AM- 10:00 AM | RIVERSIDE GOLF ACADEMY

GOLF CLINIC

Students will learn the basics of golf from a professional golfer, who will also help them understand the importance of the game as a networking venue where major professional relationships are built and deals are negotiated.



SATURDAY, SEPTEMBER 29cont'd



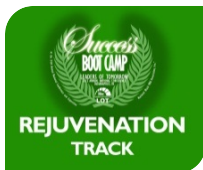
11:00 AM- 1:00 PM | LOCATION TBD

COMMUNITY SERVICE TBD



1:00 PM-3:00 PM | LOCATION TBD

VISIT TO HEALTH FAIR AND KID'S ZONE



4:00 PM-6:00 PM | HILTON

FREE TIME



6:00 PM- 8:00 PM | HILTON

PROMISE CEREMONY AND DINNER

Throughout the conference, students will be asked to make “promises” – to their chapter during the Blue Blazer Ceremony, and to themselves through their writing in their Promise Book. The closing ceremony will be designed to focus students on the need to fulfill those promises after the conference is over.



8:30 PM- 10:30 PM | TILT INDY

TILT TAKEOVER AND GREAT KARAOKE CHAMPIONSHIP

As a reward for a successful conference, students will have private time at the Tilt video game arcade and entertainment facility, featuring the opportunity for students to take the stage and win prizes for the best rendition of popular songs through karaoke.



11:00 PM- 1:00 AM | HILTON

AFTERPARTY

Students will have the opportunity to say good-bye to the new colleagues they have met at the conference and learn how to strengthen those relationships after they leave Indianapolis.

END OF CONFERENCE PROGRAMMING





DRESS



Too often, minority students don't make a great first impression simply because they do not understand how important appropriate attire is to that impression. Professional dress shows that the person is ready for business; and moreover, can represent themselves and an organization appropriately without having to be coached. Even more important, people often act based on how they feel, and looking your best can bring with it a sense of confidence that raises the standards of excellence in everything you do. As this conference serves as professional training for students, it is important that they learn to be comfortable in business dress, and that they

learn what dress is appropriate in professional settings. For that reason, students are asked to dress primarily as if they were adult professionals attending the NMBBAA conference. Other forms of dress are appropriate at different times. Because students are sponsored by NMBBAA chapters, they are representatives of the organization and should dress in a way that enhances the reputation of the organization. When in doubt, students should lean toward conservative, professional dress.

- **Standard business dress.** Students are expected to dress as a conservative professional. For gentlemen, this means a business suit or dress slacks and a blazer, a dress shirt, and a tie. For ladies, this means a business suit or dress pants/skirts and a blazer, a dress shirt, and dress shoes. Suits or slacks/blazer should be conservative colors, including black, grey, blue, or dark brown. Shirts should be white or a light color such as a light blue. Students should wear dress shoes. Young men should not wear earrings, and neither young men nor women should wear excessive jewelry.
- **Business casual.** Students can wear trousers or khaki pants/ skirt and a shirt with a traditional collar, such as a polo shirt or Oxford style shirt. Loafers are acceptable. Young men should not wear earrings, and neither young men nor women should wear excessive jewelry.
- **Modified business casual.** Students should wear a shirt with a collar, such as a polo shirt or Oxford shirt, but can wear jeans and tennis shoes.
- **Casual.** Students may wear jeans, t-shirts, and tennis shoes.
- **Semi-formal to Formal.** For dressy social affairs, students can wear suits (gentlemen) and formal gowns, tasteful party dresses, or church attire (ladies). Casual party attire is not permitted.
- **Workout/ Community Service.** Students should bring gym clothes to wear in morning workouts and for the Saturday community service, including shorts, t-shirts, and tennis shoes.



DRESS PLANNING GUIDE

<p>TUESDAY</p> <p>CHECK-IN: CASUAL PER CHAPTER DISCRETION 10 PM- MIDNIGHT [EXECUTIVE COMMITTEE]: BUSINESS</p>
<p>WEDNESDAY</p> <p>6 -6:30 AM [JUMPSTART]: WORKOUT <i>Break to change clothes</i> 7:30 AM- 2:30 PM[BREAKFAST, NETWORKING WORKSHOP, INDIANA UNIVERSITY VISIT]: BUSINESS CASUAL <i>Break to change clothes</i> 3:30 PM- 8:30 PM[SPEAKING WORKSHOPS, NETWORKING RECEPTION, BLUE BLAZER CEREMONY]: BUSINESS</p>
<p>THURSDAY</p> <p>6 -6:30 AM [JUMPSTART]: WORKOUT <i>Break to change clothes</i> 7:30 AM- 6:00 PM[BREAKFAST, WORKSHOPS, LUNCH, PROMISE BOOK REVIEW]: BUSINESS <i>Break to change clothes</i> 7:30 PM- 11:00 PM[DINNER, PRESIDENT/CEO ELECTIONS, INAUGURATION BALL]: SEMI-FORMAL TO FORMAL</p>
<p>FRIDAY</p> <p>6 -6:30 AM [JUMPSTART]: WORKOUT <i>Break to change clothes</i> 7:30 AM- 6:30 PM[BREAKFAST, WORKSHOPS, LUNCH, CAREER FAIR, TOURNAMENT]: BUSINESS <i>Break to change clothes</i> 8:00 PM- 1:00 AM[DINNER, ROLLER SKATING]: CASUAL</p>
<p>SATURDAY</p> <p>6:30 AM-4:00 PM [GOLF CLINIC, COMMUNITY SERVICE, HEALTH FAIR]: CASUAL <i>Break to change clothes</i> 6:00 PM- 8:00 PM[PROMISE CEREMONY]: BUSINESS <i>Break to change clothes</i> 8:30 PM- 1:00 AM[TILT TAKEOVER/KARAOKE, AFTERPARTY]: CASUAL</p>
<p>SUNDAY</p> <p>HOTEL CHECK-OUT: CASUAL PER CHAPTER DISCRETION</p>

No attire should show excessive skin. For ladies, skirts should be of a conservative length. Gentlemen should ensure that pants are pulled up snugly around the waste at all times.

CHAPTERS ARE ASKED TO WORK WITH EACH STUDENT TO IDENTIFY APPROPRIATE DRESS AT ALL TIMES.





CHAPTER EXPENSE PLANNING



As a guide (though other expenses might apply in specific cases), chapters are responsible for the following expenses:

1. Travel to and from Indianapolis
2. Travel to and from the hotel in Indianapolis
3. Meals on Tuesday and Sunday
4. Registrations for students beyond chapter complimentary allocation
5. Registrations for chaperones
6. Hotel rooms
7. Blue blazers for students

Student Registration Fee	\$395 per student
Blazer Fee	\$50 for each student
Chaperone Registration Fee	\$325 per chaperone
Complimentary LOT Registrations	3
Convertible NBMBAA Registrations	0
Transportation to Indianapolis	Chapter Responsibility
Ground Transportation to the Hilton Indianapolis Hotel and Suites	Typical Minimum Charge IndyGo Green Line: \$7 per person
Hilton Parking	\$12 for self-park and \$20 for valet (special rate)
Tuesday meals	Chapter Discretion
Sunday meals	Chapter Discretion
Hotel room cost	\$119
Hilton parking	\$12 for self-park/ \$20 for valet



PREPARING YOUR STUDENTS



It is critically important that chapters ensure that students understand expectations before they arrive at the conference. It is highly suggested that you identify students who will be attending the conference well ahead of time, and work with them on attitudes, preparation, and maturity.

There will also be PRE-ASSIGNMENTS that are assigned to students prior to the conference, which must be completed by conference arrival. Please be alert to updates regarding pre-work.

EXCUSES FROM SCHOOL

It is up to each student and their parents to ensure that their school system excuses them from school. Included in the appendix is a sample letter that you can send with your students to help them explain why the conference is beneficial to their academic success.

HOMEWORK

The conference IS INTENSE, and students will be distracted. There will be time each night when students can complete homework, but it is HIGHLY RECOMMENDED that students get homework assignments and try to have them completed prior to the conference, so they don't get behind.

STUDY HALL

Note: There will be a study hall equipped with computers and printers for students who need to do homework while at the conference. Any conference activity can be skipped to study or complete homework per the discretion of the student and their chaperone. Keep in mind, however, that the study hall WILL NOT be monitored by Admirals or NMBBAA staff.

EMERGENCIES AND EARLY DISMISSAL FROM THE CONFERENCE

Of course, it is not the practice of the NMBBAA to dismiss students from the conference, although it could happen if they present disciplinary or safety hazards. Your chapter should identify how students would get home in case they cannot stay at the conference for whatever reason, which could include an emergency at home that required their immediate presence or behavior that makes them an unacceptable distraction for other students at the conference— a decision that will be made by the Admirals/ Ops team in consultation with the students' chaperone.



FOR MORE INFORMATION:

CONTACT:

Cedric Mobley
LOT National Program Consultant
cedricmobley@yahoo.com
Phone: (202) 641-8308

Waddie Grant
Program Coordinator
Strategic Program Initiatives
waddie.grant@nbmbaa.org
Phone: (312) 850-8224





APPENDIX





July 15, 2012

Dear Administrator:

The National Black MBA Association, Inc. (NBMBA) has selected <insert LOT student name> to represent the <insert chapter> in the National Black MBA Association's (NBMBA) 2012 Leaders of Tomorrow® (LOT) National Conference in Indianapolis, IN from September 25-29, 2012. They were selected to participate because of their active involvement in the LOT Program, excellent recommendations, and leadership potential. However, in order to participate, they will need to be absent from school. We request your cooperation in ensuring that their absence is excused and that they be allowed to make up any work missed. The student's guardian will contact you as well.

The conference is designed to equip students with the mental tools they will need to develop high grade point averages, SAT scores, and powerful experiences to enhance scholarship applications. Students will also participate in intensive workshops to increase their professional development, leadership skills, and awareness of lifelong community engagement opportunities.

We believe this conference to be an invaluable educational opportunity for the students that have been chosen to attend. They will hear from some of the nation's most important businessmen and women, meet government leaders, work with professional development trainers, and advance their development of important skills, including how to study, how to research, how to write, and how to network. They will also meet and interact with corporate leaders from around the world.

The NBMBA is an organization founded and headquartered in Chicago, Illinois. The organization is dedicated to developing, enhancing and adding value to the economic structure of our nation, in addition to providing educational initiatives that support the community. At each of our conferences, we secure employment for African American professionals as well as provide an environment where like-minded professionals can share their common experiences, histories and goals.

The organization gains its strength from a strong belief in education and with the help of our 43 professional chapters and 26 collegiate chapters around the country; we provide more than \$250,000 in scholarship awards each year.

Should you have any questions or concerns, please feel free to contact me at the number listed below.

Sincerely,

Your Signature

(Your printed name)

Leaders of Tomorrow Chair, Mentor

()____-____ Your phone number





National Black MBA Association, Inc.