



2016 NASCOE Legislative/Leadership Conference
September 19-21, 2016
Alexandria, VA

NASCOE is excited to be hosting its first ever legislative/leadership conference in Washington DC, September 19th through the 21st. Unlike previous conferences dedicated to legislative functions, this conference recognizes the need for (leadership) training to prepare our future leaders for their roles in guiding NASCOE through the coming decades. The training should provide states with the tools they need to grow and maintain membership to ensure NASCOE remains vibrant and continues to serve as your voice to FSA management.

The conference will be held at the Westin in Alexandria, Virginia; NASCOE has reserved a block of rooms at a nightly rate of around \$255.00 for single or double occupancy. Information about reservations will be provided in a future communication, and attendees will be responsible for making their own hotel arrangements.

To help defer the costs of participation, NASCOE has approved a sliding scale of stipend support, ranging from \$400 up to \$1000. For states sending 1 attendee, the stipend will be \$400, while a maximum stipend of \$500 is available when 2 or more attendees are sent. To encourage states to send at least one first time attendee, the stipends will be doubled to \$800 and \$1000, respectively, with a first timer in attendance. Each state must certify to the first timer's status, and attest that the stipend does not exceed actual costs to the state.

For those states with limited resources, NASCOE has established a pool to provide assistance beyond the normal stipend. States should submit a memo through their Area Legislative Chair requesting additional support, and provide justification such as the financial status of the state. The Executive Committee will consider those requests on a case by case basis. All monies will be issued to the individual state associations. Reimbursements to the attendees will be the responsibility of the state associations per their regulations. Please see the following table which provides a cost estimate to help states project expenses.

The conference agenda is tentative, but at this point:

- Monday, September 19: Travel day. There will be a hospitality and ice breaker event during the evening.
- Tuesday, September 20: Leadership training beginning at 8:00 AM. The training will run for the entire day.
- Wednesday, September 21: To be determined; we are hoping to schedule some sort of hearing on the Hill during the morning session, or perhaps a legislative presentation at the Capitol Visitor's Center. The afternoon is reserved for advocacy visits with Congressional Delegations. Attendees can arrange evening flights home if available. If we can't get a group session scheduled the entire day could be used for advocacy visits.
- Thursday, September 22: Travel day.

The attached registration form should be completed by State Presidents and submitted to their respective Area Legislative Chair.

Please contact area chairs for further information.

2016 NASCOE Legislative/Leadership Conference Cost Estimates

Expense Type	Total for 1	Total for 2	Total for 3	Total for 4	Total for 5	Total for 6
Per Diem (M&IE)	\$241.50	\$483.00	\$724.50	\$966.00	\$1,207.50	\$1,449.00
Mileage (Est 100 miles one way)	\$108.00	\$216.00	\$324.00	\$432.00	\$540.00	\$648.00
Flight	\$500.00	\$1,000.00	\$1,500.00	\$2,000.00	\$2,500.00	\$3,000.00
Hotel	\$765.57	\$765.57	\$1,531.14	\$1,531.14	\$2,296.71	\$2,296.71
Taxi/Metro/Parking	\$150.00	\$275.00	\$400.00	\$525.00	\$625.00	\$725.00
NASCOE Stipend (1)*	(\$800.00)					
NASCOE Stipend (2)*		(\$1,000.00)	(\$1,000.00)	(\$1,000.00)	(\$1,000.00)	(\$1,000.00)
Totals						
One Attendee**	\$965.07					
Two Attendees**		\$1,739.57				
Three Attendees**			\$3,479.64			
Four Attendees**				\$4,454.14		
Five Attendees**					\$6,169.21	
Six Attendees**						\$7,118.71
<p>*NASCOE Stipend as approved; \$800.00 (per state) for 1st attendee and \$1,000 (per state) for two or more. (State must send a first timer to receive full stipend otherwise stipend will be factored by 0.5). States must certify stipend does not exceed actual traveler expense.</p>						
<p>** Represents estimate of state/attendee share after stipend is paid.</p>						
<p>States will be given the opportunity to request an increased stipend with justification as funds allow. Justification must include a demonstrated need as well as a bonafide benefit to membership.</p>						
<p align="center">This is only an estimate. States should validate with their own data and travel policies.</p>						