

# School Support Staff Workshop Registration

EMAIL COMPLETED FORM TO:  
workshops@ilprincipals.org  
Illinois Principals Association

## FIRST REGISTRANT

- \$214 IPA Member
- \$214 Non-Administrative Staff (Administrator is a current IPA member)  
Name of Administrator \_\_\_\_\_
- \$314 Non-Member
- \$314 Non-Administrative Staff (Administrator is NOT a current IPA member)

## ADDITIONAL REGISTRANTS

- \$114 Non-Administrative Staff within the same district

Code (for office use): \_\_\_\_\_

**Registrations are not  
accepted after 12 p.m.  
the day before the event.**

- Registrations are not accepted over the phone.
- If you do not receive a registration confirmation email within 72 business hours, call 217-391-0488.

Workshop Title \_\_\_\_\_

Workshop Date \_\_\_\_\_ Workshop Location \_\_\_\_\_

Name \_\_\_\_\_ Job Title \_\_\_\_\_

District Name and # \_\_\_\_\_ County \_\_\_\_\_

School \_\_\_\_\_ Address \_\_\_\_\_

City/Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

### Payment information is required to process purchase:

- Check #** \_\_\_\_\_  
Make payable to the Illinois Principals Association.
- Purchase Order #** \_\_\_\_\_  
Send invoice to:  District  School  Home
- Billing Address \_\_\_\_\_
- Credit Card #** \_\_\_\_\_  
 Visa  MasterCard  Discover  American Express
- Exp. \_\_\_\_\_ CVV \_\_\_\_\_
- Cardholder's Name \_\_\_\_\_
- Signature \_\_\_\_\_
- Today's Date \_\_\_\_\_

**Registration changes must be received via email at workshops@ilprincipals.org. If you do not cancel or transfer your registration before Noon the day prior to the event and/or are not in attendance, you are responsible for full payment.**

If you are unable to attend, the following options are available (provided your request is received before Noon the day prior to the event):

1. Send another individual in your place incurring no service charge;
2. Transfer your registration to another IPA event (of equal or less value);
3. Receive credit in the amount of the event eligible for all IPA events and IPA merchandise (see below for details); or
4. Receive a refund (see below for details).

### Information regarding credits and refunds:

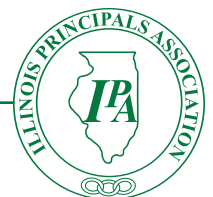
- If refund/credit request is received more than five business days prior to the event, the refund/credit will incur a \$25 service charge.
- If refund/credit request is received within five business days of the event, the refund/credit will incur a \$50 service charge.
- If refund/credit request is received after Noon the day prior to the event, you are responsible for full payment.
- Credits for events and merchandise expire each year on June 30.
- Shipment of a copy of *Illinois Law in the School Office: The Essential Desk Reference* is included as part of this workshop. Once the book has been mailed, there is a \$30 non-refundable cancellation fee for the cost and shipping of the book.

The IPA reserves the right to cancel or reschedule events at any time. If your event has been cancelled or rescheduled, you may request a refund, credit or transfer the registration fee to another IPA event.

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217-391-0488

Illinois Principals Association  
2940 Baker Drive, Springfield, IL 62703



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