

REGISTRATION FORM (PLEASE PRINT CLEARLY)

NAME (first and last for name badge) _____

JOB TITLE (REQUIRED PLEASE) _____

ORGANIZATION/SCHOOL DISTRICT _____

EMAIL (REQUIRED FOR CONFIRMATION) _____

WORK ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK PHONE (_____) _____ CELL PHONE (_____) _____

PRE-INSTITUTE LEARNING SESSIONS: Institute registration (\$135) is required to attend one of the **FREE** Pre-Institute Learning Sessions. Please select (check only one) the Pre-Institute session you plan to attend on **Sunday, September 13 in the afternoon from 3:00 p.m. to 5:30 p.m.**

1. Helping Students with Trauma and Emotional Dysregulation
–Allison Edwards

2. ASCA National Model: 4th Edition
–Deirdra Williams

3. Mindful Practices to Help Troubled Teens: Behavioral Interventions to Help Students Succeed
–Dr. Natalie Spencer Gwyn

INSTITUTE REGISTRATION FEE (September 13-15):

Cost: **\$ 135.00 (includes Pre-Institute)**

REGISTRATIONS CANNOT BE PROCESSED WITHOUT PAYMENT. PLEASE SEND PAYMENT AND REGISTRATION FORM(S) TOGETHER.

How and Where Do I Pay?

	WEBSITE	EMAIL	FAX	PHONE	MAIL
CREDIT CARD	✓	✓	✓	✓	✓
PURCHASE ORDER		✓	✓		✓
CHECK					✓

WEBSITE: www.ncyi.org/tnscale
EMAIL: registrations@ncyi.org
FAX: 423-899-4547
PHONE: 866-318-6294
MAIL: National Center for Youth Issues
 P.O. Box 22185
 Chattanooga, TN 37422-2185

Please make your check or purchase order payable to: **National Center for Youth Issues.**
 A W-9 is available on the website.

PAYMENT METHOD

- PURCHASE ORDER** A COPY OF THE PURCHASE ORDER IS REQUIRED.
 (ADDRESSED TO NATIONAL CENTER FOR YOUTH ISSUES, P.O. BOX 22185, CHATTANOOGA, TN 37422-2185)
- CHECK ENCLOSED** (MADE PAYABLE TO NATIONAL CENTER FOR YOUTH ISSUES)
- CREDIT CARD** PERSONAL CORPORATE

CARD NO. _____ EXP. DATE CID# _____

NAME ON CARD (PLEASE PRINT) _____

CREDIT CARD BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

AUTHORIZED SIGNATURE _____ EMAIL _____

CANCELLATION POLICY: There will be no refunds after August 21, 2020. All cancellations before August 21, 2020 will be refunded less a \$25 handling fee. The Institute is not responsible for and cannot give refunds due to problems beyond its control, such as weather and school closings.

PLEASE NOTE: The attendee will receive a confirmation to the email address provided when their registration is processed (make sure to check Junk/Spam folders). Please allow ample time for processing.