

## 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:** If we are forced to cancel the Institute because of a "force majeure" event, such as a government restriction on large gatherings that cover the intended size of the Institute, then we will issue full refunds of the registrations. Otherwise, our normal cancellation policy will be upheld: There will be no refunds after August 27, 2020. All cancellations before August 27, 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 or school closings.

On social distancing and other health and safety measures, the regulations/guidelines that apply to hotels and conference centers are still unfolding and being developed. The Institute will conform to all necessary regulations/guidelines that are in place as of the date of the Institute.

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.