

INSTITUTE REGISTRATION

Tennessee School Counselor
and Administrator Leadership Institute

Save on your conference registration by becoming a member of the TSCA!

Visit www.tennesseeschoolcounselor.org to join!

REGISTRATION FORM (PLEASE PRINT CLEARLY)

NAME (first and last for name badge) _____ TSCA Member # _____

JOB TITLE (REQUIRED PLEASE) _____

ORGANIZATION/SCHOOL DISTRICT _____

ATTENDEE EMAIL (REQUIRED FOR CONFIRMATION) _____

WORK ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK PHONE () _____ CELL PHONE () _____

INSTITUTE REGISTRATION RATE
(September 26-28)

TSCA MEMBER*
\$135

NON-MEMBER
\$170

* You must have a TSCA Membership good through September 28, 2021 to receive the Member Price. Please enter Member # above.
To take advantage of the discounted Member prices, renew your membership if needed, through the TSCA web page.

The Pre-Institute sessions are included in your registration. They run concurrently.
Please check the one you'd like to attend below. You may only attend one.

- 1. MTSS and School Counseling** – Emily Goodman-Scott
- 2. How Do You View the World?** – Robert Jamison
- 3. Respond to Suicidal Ideation** – Melisa Marsh

Total Due \$ _____

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/tnscali

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.

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.

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, 2021. All cancellations before August 27, 2021 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. The sponsors of the conference receive registrant contact information.

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.