

**2013 Two-Day and One Day Workshop(s) Registration Form**

Department or Agency Name: \_\_\_\_\_

Primary contact person for billing, etc: \_\_\_\_\_

Mailing address for sending Confirmation(s): \_\_\_\_\_

Mailstop/room: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary e-mail address of person registering: \_\_\_\_\_

Person Attending: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Person Attending: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Person attending: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Person attending: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Two-Day Workshop, "How to Recruit, Manage, Reward and Retain Public Safety Volunteers"**

\_\_\_\_\_ 1 \$295.00 \_\_\_\_\_ 2 - 3 \$250.00 Each (20% Savings) \_\_\_\_\_ 4 Plus \$200.00 Each (30% Savings)

**One-Day Workshop, "Fundraising and Grants for your Volunteer Organization" (9:00am to 4:00pm)**

\_\_\_\_\_ 1 \$175.00 \_\_\_\_\_ 2- 3 \$150.00 Each (15% Savings) \_\_\_\_\_ 4 plus \$125.00 Each (33% Savings)

***Super Savings: Take both Workshops for \$375.00 per person and save \$100.00***

**Total Amount Due: \_\_\_\_\_ (Please mail checks to the above address)**

**Workshop(s) Dates and Location Selected: \_\_\_\_\_**

A confirmation with additional information will be e-mailed with upon receipt of this registration form. Two-day Class hours are from 8:00am to 4:30pm each day with a one hour lunch break. One-day Class is from 9:00am to 4:00pm. Attendees are responsible for their meals, accommodations & travel to and from the workshop, etc. If staying overnight, ask for the PSVI or Government Workshop Rate when contacting the hotel.

\_\_\_\_\_  
**Name of Officer/Agent**

\_\_\_\_\_  
**Signature**

As an authorized agent for the above named department, I hereby request the individual(s) listed above be enrolled in the workshop(s) noted on the dates above. I understand full payment is required to guarantee enrollment however the individual(s) listed will be registered, pending receipt of payment or other arrangements.

**Please make your check payable to: Public Safety Volunteer Institute**

**OPTIONAL CREDIT CARD PAYMENT INFORMATION**

**Credit Card Type: (Circle One)**

**MasterCard**

**Visa**

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Cancellation Policy:** Once enrolled, cancellations may be accepted one week prior to the class date with a full credit or refund. Cancellations within one week of the class date will receive a full credit towards any future class at any location. No Shows with no notice are responsible for payment in full with a class credit. **2013 WS Reg Form**