

WORKSHOP REGISTRATION FORM

**For the workshop: BUDGET BOOT CAMP FOR SITE ADMINISTRATORS;
Best Practices in Developing, Managing and Controlling Budgets for Site
General Fund, Categorical Programs and Student Body Funds**

Personal Information

(All fields are required)

First Name: _____ Last Name: _____

Title/Position: _____

District Name: _____

Address: _____

(Number)

(Street Name)

(City)

(Zip Code)

Phone1: _____ Phone2: _____

Email: _____

Date and Location

Monday, June 25 and Tuesday, June 26, 2012

Rancho Solano Club House

3250 Rancho Solano Parkway, Fairfield, CA 94533

Registration begins at 8:00 a.m.

Institute time: 9:00 a.m. to 4:00 p.m. (June 25) and 8:00 a.m. to 3:00 p.m. (June 26)

Cost

\$575 per person, \$695 after June 8, 2012

All materials included

Continental breakfast and lunch on both days included.

Method of Payment

District Purchase Order (PO# _____)

Prepayment: Check/Warrant

Mail Payment to: Total School Solutions, 4751 Mangels Blvd, Fairfield, CA 94534
(Purchase Orders, Credit Card Authorizations or Payments should be received by June 14, 2012)

Cancellation Policy

- **Cancellations received by June 8, 2012 will be subject to a \$50 fee.**
- **Cancellations received on or after June 9, 2012 and "No Shows" at the workshop will be subject to the full registration fee.**
- **All cancellations must be submitted in writing.**

Your Signature: _____

I understand and accept the cancellation policy.

Fax completed and signed registration form to TSS at 707.422.6494
or email a scanned copy to: workshops@totalschoolsolutions.net