EARLY REGISTRATION FORM **ATTACHMENT “B”** PLEASE DUPLICATE AS NECESSARY

Superintendent’s Memo #089-16

Virginia Middle and High School Principals Conference & Exposition

**DoubleTree by Hilton Hotel • Williamsburg, Virginia**

**June 26 – June 29, 2016**

*THIS CONFERENCE QUALIFIES FOR 15 VIRGINIA RECERTIFICATION POINTS*

**Early Registration Form**

**Use the below prices if registering before May 27, 2016. After May 27th the registration fee will be $75 additional per person.**

Name Title

First Name for Badge E-mail

School School Division

School Address City Zip

School Phone School Fax

**Registration Fee:**

No. \_\_\_\_\_@ $415 – Individual (VASSP Member) = $\_\_\_\_\_\_\_\_\_\_\_

No. \_\_\_\_\_@ $520 – Individual (Nonmember) = $\_\_\_\_\_\_\_\_\_\_\_

*Please note that* ***TEAM DISCOUNTS*** *are being offered again this year. In order to qualify for a team discount (1) the team leader (i.e., the school principal) must be a current member of VASSP; (2) each member of the team must be from the same school; (3) each individual registering with the principal must complete a separate set of all registration forms; and (4) all team forms must be mailed together to VASSP, along with complete payment (i.e., check or purchase order).*

No. \_\_\_\_@ $415 – Team Leader/Principal (VASSP Member) = $\_\_\_\_\_\_\_\_\_\_\_

No. \_\_\_\_@ $395 – Team Assistant Principal (VASSP Member) = $\_\_\_\_\_\_\_\_\_\_\_

No. \_\_\_\_@ $450 – Team Assistant Principal or Lead Teacher (Nonmember) = $\_\_\_\_\_\_\_\_\_\_\_

BREAKFAST (optional) June 29, 2016, 7:30 a.m., $19 per person. Special guest speaker to be announced. Breakfast tickets to be picked up at conference registration desk at time of registration. Tickets sold in advance only and will not be available for sale on day of breakfast. (NO REFUNDS)

 BREAKFAST Ticket(s): No. \_\_\_\_\_\_\_\_ @ $19.00 per person = $\_\_\_\_\_\_\_\_\_\_\_

 Total Amount Enclosed: $\_\_\_\_\_\_\_\_\_\_\_

 **Payment Method:** (please check (✓) ❑ Purchase Order Enclosed (must be ATTACHED to registration form)

 ❑ Check Enclosed

**Preconference programs are included in the state conference registration fee and will be held at the DoubleTree by Hilton Hotel, Williamsburg.** To attend only the law clinic or workshop, the registration fee is $145 for VASSP Members and $175 for Nonmembers of VASSP. Call VASSP at 804-355-2777 before June 10, 2016 to register only for the preconference programs.

Please check (✓) one:

❑ **I WILL BE** attending the Preconference **School Law Clinic** on Sunday, June 26th. School Law Clinic qualifies for five (5) additional recertification points.

❑ **I WILL BE** attending the Preconference **School Data As Leadership Tool Workshop** on Sunday, June 26th. Data workshop qualifies for five (5) additional recertification points.

❑ **I WILL NOT** be attending either of the preconference programs.

Please check (✓) **GRADUATE CREDIT** will be offered for attending this conference. Persons checking "yes" will be contacted regarding academic requirements and tuition. ❑ Yes ❑ No

Make check payable to "VASSP" and MAIL WITH THIS FORM TO

 **Summer Conference**

 **VASSP**

 **4909 Cutshaw Avenue**

 **Richmond, VA 23230**

OR fax completed form with credit card information to 804.355.4262

**CANCELLATION POLICY:**

All cancellations must be made in writing and received in the VASSP office by June 10, 2016. A $50

processing fee will apply to all cancellations, including those paid by purchase order. All refunds will

be issued following the 2016 Conference. There will be no refunds after June 17, 2016, as guarantees

for space are paid in advance. Substitutions are permissible.