

# INSTITUTE REGISTRATION

Tennessee School Counselor  
and Administrator Leadership Institute

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

Visit [www.tennesseeschoolcounselor.org](http://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 22-24, 2024)

TSCA MEMBER\*  
\$135

NON-MEMBER  
\$170

\* You must have a TSCA Membership good through September 24, 2024 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. From Start to Finish: Small Groups in Schools – Sejal Parikh Foxx
- ☐ 2. STEAM and Social Emotional Learning – Teshia Stovall Dula
- ☐ 3. Lean Into The Discomfort: Seeing Students Through  
a Trauma-Informed Lens – Loren Dittmar

**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.ncyionline.org/tncali](http://www.ncyionline.org/tncali)

EMAIL: [registrations@ncyi.org](mailto: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.  
(PAYABLE 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 22, 2024. All cancellations before August 22, 2024 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 may change. 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.