

## REGISTRATION FORM (PLEASE PRINT CLEARLY)

NAME (as it should appear on name badge) \_\_\_\_\_ PRONOUNS \_\_\_\_\_

JOB TITLE - (REQUIRED PLEASE) \_\_\_\_\_ ORGANIZATION/SCHOOL DISTRICT \_\_\_\_\_

EMAIL (REQUIRED FOR CONFIRMATION) \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_ COUNTY \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WORK PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_

IS THIS YOUR FIRST YEAR?  YES  NO

DO YOU REQUIRE ADA ACCOMMODATIONS?  YES  NO IF YES, PLEASE SPECIFY: \_\_\_\_\_

Please Circle Your Status:	Professional Member*	Student Member*	Non-Member
<b>A. Full Conference (March 23-24, 2025)</b>			
<input type="checkbox"/> Early Bird Registration** (by Jan 31, 2025)	\$210 per person	\$100 per person	\$270 per person
<input type="checkbox"/> Regular Registration (after Jan 31, 2025)	\$245 per person	\$110 per person	\$305 per person
<b>B. MSCA Membership*</b>	\$40 per person	\$25 per person	
<b>C. Awards Soirée (Dinner)</b>	\$60 per person		

\* Your MSCA membership must be good through March 24, 2025 to qualify for these rates. If you register as a member and your membership lapses before the conference, you will be asked to renew your membership. If you do not renew, you will be charged the difference between the member rate and non-member rate.

\*\* To qualify for the Early Registration Rate, your registration form AND payment (copy of your purchase order, check, or credit card) must be received or postmarked by the Early Registration cutoff date.

A. Full Conference	\$ _____
B. MSCA Membership	\$ _____
C. Awards Dinner	\$ _____
<b>Total Due (A+B+C)</b>	<b>\$ _____</b>

**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					✓

### 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** (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 MSCA Conference because of a "force majeure" event, such as a government restriction on large gatherings that cover the intended size of the conference, then we will issue full refunds of the registrations. Otherwise, our normal cancellation policy will be upheld: There will be no refunds after February 23, 2025. All cancellations before February 23, 2025 will be refunded less a \$25 handling fee. The conference is not responsible for and cannot give refunds due to problems beyond its control such as weather or school closings.

On social distancing and other health and safety measures, the regulations/guidelines that apply to hotels and conference centers may change. The MSCA Conference will conform to all necessary regulations/guidelines that are in place as of the date of the conference.

**WEBSITE:** [www.ncyionline.org/md-scac](http://www.ncyionline.org/md-scac)

**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.