

**PROGRAMS AND SERVICES
TRAINING ACTIVITIES REGISTRATION**

Training Activities Registration

Each training activity will have a preregistration procedure unless the need for such procedure is waived by the department having primary program responsibility in consultation with the Director, Member Services.

Registration materials shall include the following information, when applicable:

- A. Name
- B. Home address (street, town, zip code)
- C. Board
- D. Title
- E. County
- F. Association affiliation (joint sponsorship only)
- G. Method of payment
- H. Cost of program
- I. Name of program
- J. Date of program
- K. Cancellation fee policy
- L. Nickname for name tag
- M. Business, cell, home telephone number, and email address
- N. Overnight accommodations information

Preregistration shall generally be acknowledged by email addressed to the registrant when possible. Preregistrations shall be acknowledged by mail when a registrant does not have an email account, if feasible and time permits.

Weekend training programs designed solely for board member development shall be limited to school board members and charter school trustees only.

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When a program is oversubscribed, a waiting list will be established. Openings due to cancellations will be filled from this list in the order received.

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A minimum and maximum number of registrants for each program shall be established. The minimum shall be based on breakeven costs. The maximum shall be based on program objectives and staffing and facility capabilities.

In no case shall the decision to cancel be made less than one week prior to the program. Such cancellation decision will be made by the Director, Association and Business Development upon recommendation by the Department Director having primary program responsibility.

Written notification of cancellation shall be provided by the department responsible for the program to individual registrants whenever possible and, in all cases, to the board office. Cancellations occurring seven days or less prior to a program shall require immediate telephone notification, followed by written notice. A refund shall be paid to prepaid registrants.

In the event a program is cancelled for other causes, such as inclement weather or loss of facility due to fire, strike, etc., the aforementioned notification of cancellation procedure shall be applicable. Consideration will be given to rescheduling the program. Participants will be given an opportunity to reregister. Prepaid participants not able to take advantage of the rescheduled date, and not sending a substitute, will be issued a refund. The Association will pay any agreed-upon penalty cost imposed by the facility. Whenever possible, notice of a program cancellation shall appear in School Board Notes. Time permitting; such notice shall appear more than once.

Preregistrants shall receive first consideration over onsite registrants when accommodations are limited. Every effort will be made to accommodate onsite registrants.

Unless prepaid, a preregistrant not arriving within one-half hour of the start of the program, without informing the registrar, may be considered a "noshow" and replaced by an onsite registrant. Onsite registration will be handled by the department having primary program responsibility unless otherwise agreed upon with the Call Center. A prepaid registrant shall have guaranteed late arrival.

In order to accommodate as many members of the target audience as possible, attendance by spouses of registrants shall be discouraged except when specifically provided for.

Issued: November 1, 1980

Revised: July 6, 1994
July 3, 2001

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO/6603.8R

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May 20, 2004
May 2007
September 2010

See Also: GO/6602R
GO/6603.7R

Cross Filed: GO/6603.11R