

2009 AVID Summer Institute

Registration Worksheet and Payment Coversheet

1. **Organize** the information needed for online registration on this worksheet
2. **Enter registrations** at www.avidonline.org/si
3. **Send payment** with completed worksheet(s) to AVID Center

District and Site Information

DISTRICT	SCHOOL	SCHOOL PHONE	
SCHOOL ADDRESS	CITY	STATE	ZIP

Registrar Please provide contact information for the person entering registrations online.

FIRST & LAST NAME	PHONE	EMAIL
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Attendees List only those attending the same Institute. Use a separate form for each Institute.

Last Name	First Name	Email <small>The registration system requires a unique email address for each attendee.</small>	Job Title / AVID Role	Strand <small>Check strand availability at the Institute you're attending at www.avidonline.org/si.</small>
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8	CONTINUED ON PAGE 2			

Summer Institute Mark only one. Please use a separate worksheet for each Summer Institute.

- | | | | |
|-------------------------------------|----------------|--------------------------------------|------------|
| <input type="checkbox"/> Dallas 1 | June 22-26 | <input type="checkbox"/> Dallas 2 | July 27-31 |
| <input type="checkbox"/> Orlando | June 28-July 2 | <input type="checkbox"/> San Diego 1 | July 27-31 |
| <input type="checkbox"/> Sacramento | July 13-17 | <input type="checkbox"/> San Diego 2 | August 3-7 |
| <input type="checkbox"/> Atlanta | July 20-24 | <input type="checkbox"/> Chicago | August 3-7 |

Payment Method

- Purchase Order # _____ Fax purchase order and completed worksheet(s) to AVID Center, 800 524-9917.
- Check # _____ Mail check and completed worksheet(s) to: AVID Center-SI Payment 9246 Lightwave Ave, Ste 200, San Diego, CA 92123.
- Credit Card Select *Pay Now with Credit Card* online or call AVID Center to process the transaction, 858 380-4800, press 1 for Events
- Other Please specify _____

Cancellation Policy Cancellations must be submitted in writing by completing the Contact Form online at www.avidonline.org/sihelp. All cancellations must be received no fewer than 30 days before Event date. There will be a \$75.00 processing fee for all cancellations. Cancellations received fewer than 30 days before Event date are not eligible for a refund. Please refer to the full AVID Center Cancellation policy in the FAQ at www.avidonline.org/si.

Contact for Payment Whom may we contact with questions about payment?

FIRST & LAST NAME	PHONE	EMAIL
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Last Name	First Name	Email <small>The registration system requires a unique email address for each attendee.</small>	Job Title / AVID Role	Strand <small>Check strand availability at the Institute you're attending at www.avidonline.org/si.</small>
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Please send completed worksheet(s) with payment to AVID Center.
 Fax purchase orders to 800 524-9917.
 Mail checks to AVID Center–SI Payment 9246 Lightwave Avenue, Suite 200, San Diego, CA 92123.