

Pre-Registration & Payment is required 14 days in advance of training
Bring your own lunch

Fee Structure for 2010/2011: Caseload (you have a Francis Institute Coach)	\$10 per person/per class
Non-Caseload/Community	\$30 per person/per class

ALL REQUIRED SPACES MUST BE FILLED TO BE ENROLLED

Please print or type clearly all required information. Incomplete forms will not be processed.

Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring		Year: 2010/2011	Date:
MCC Student ID or SSN: (Required)	Birthdate: (Required)	Email Address:	
First Name: (Required)	Middle Name:	Last Name: (Required)	
Maiden Name:	Current Street Address: (Required)		
Phone Number: (Required)	City, State & Zip Code: (Required)		
Professional Development Coach:	Place of Employment:		
Business Or Work Phone:	Business Address: City, State, Zip		

Only 5 (five) people from a site or agency may enroll in each session.
Agencies paying for individuals may only pay for one session at a time.
Individuals may enroll in and pay for all sessions listed below.
Agencies must submit a completed form for each individual for each session.
There are NO substitutions of people for sessions and NO refunds or credit for not attending
If you do not register in advance you will not be enrolled or be listed on the sign in sheet.

Check session	Title	Time		Day
		Start	End	
	February 12, 2011: "Creating a Positive Work Environment"	9:00 am	3:00 pm	Saturday
	March 12, 2011: "Pizzazz Your Jazz!"	9:00 am	3:00 pm	Saturday
	April 9, 2011: "Connecting"	9:00 am	3:00 pm	Saturday
	June 11, 2011: "How Are You Smart?"	9:00 am	3:00 pm	Saturday

THINGS TO REMEMBER

- **There is no child-care available.** Please make the appropriate arrangements ahead of time. If you bring children, you will be asked to leave. No exceptions to college policy.
- Registration and continental breakfast is from 8:00 am-8:55 am. **Bring your own lunch.**
- Training begins promptly at 9:00 a.m., doors are locked; for the benefit of all students there is no admittance after 9:00 a.m.
- You may fax completed forms to 816/759-4527 or mail to the Francis Institute, 3201 Southwest Trafficway, Kansas City, MO 64111 Attn: Paula Puszczewicz. Please make checks payable to MCC Penn Valley.