



Northern Illinois University

**BOTH pages must be completed and mailed or faxed.**

Make photocopies first to share with colleagues.

Attendee Name: \_\_\_\_\_

Primary/Daytime Phone \_\_\_\_\_

**Page 1 of 2****Morning: 9 a.m. - 1 p.m.****Afternoon: 1 p.m. - 5 p.m.****1.5 hours: 11:30 a.m. - 1:00 p.m.****Evening: 4:30 p.m. - 8:30 p.m.****Full Day: 9 a.m. - 4 p.m.****2 hours: 9 a.m. - 11 a.m.**

Select all that apply:

**2017**

	DATE	DAY	LOCATION	TITLE	DURATION
<input type="checkbox"/>	Sept 13	Wed	Webinar	Know Your Nonprofit Numbers - P1: Purpose: Living Your Values, etc.	1.5 Hours
<input type="checkbox"/>	Sept 22	Fri	Giving DuPage	Are You the Perfect Board Member? What You Need to Know In Order to Lead and Govern	Afternoon Afternoon
<input type="checkbox"/>	Sept 27	Wed	NIU-Naperville	Participatory Budgeting - Engaging the Public in Pub. Decision Making	Morning
<input type="checkbox"/>	Oct 4	Wed	Webinar	Know Your Nonprofit Numbers - P2: People: Building a Strong Team	1.5 Hours
<input type="checkbox"/>	Oct 5	Thur	NIU-Hoffman Est	Government Communications 101	Full Day
<input type="checkbox"/>	Oct 12	Thur	DCCF	Grant Writing - P1: Skills and Secrets	Afternoon
<input type="checkbox"/>	Oct 19	Thur	NIU-Naperville	Collective Bargaining: Labor and Management Relations	Morning
<input type="checkbox"/>	Oct 25	Wed	DCCF	Grant Writing - P2: Grant Writing 200	Full Day
<input type="checkbox"/>	Nov 2	Thur	NIU-Naperville	New Civics and the Impact of Globalization	Full Day
<input type="checkbox"/>	Nov 4	Sat	Giving DuPage	Are You the Perfect Board Member?	Morning
<input type="checkbox"/>	Nov 13	Wed	Webinar	Know Your Nonprofit Numbers - P3: Performance, etc.	1.5 Hours
<input type="checkbox"/>	Nov 15	Wed	NIU-Naperville	Community Surveys: How, When, & Why	Morning
<input type="checkbox"/>	Dec 6	Thur	Webinar	Know Your Nonprofit Numbers - P4: Promote: Effectively, etc.	1.5 Hours
<input type="checkbox"/>	Dec 12	Wed	NIU-Naperville	An Introduction to Effective Performance Measurement & Performance Management for Public Organization	Morning

**2018**

<input type="checkbox"/>	Jan 10	Wed	NIU-Naperville	Performance Measures & Organizational Change	Morning
<input type="checkbox"/>	Jan 16	Tues	NIU-Naperville	Effective Presentations and Public Speaking	Afternoon
<input type="checkbox"/>	Feb 1	Thur	Giving DuPage	Strategic Planning - Issue Based and Directed	Full Day
<input type="checkbox"/>	Feb 8	Thur	Giving DuPage	Grant Writing - P1: Skills and Secrets	Morning
<input type="checkbox"/>	Feb 15	Thur	Giving DuPage	Grant Writing - P2: Grant Writing 200	Full Day
<input type="checkbox"/>	Feb 22	Thur	NIU-Naperville	Leadership Lessons: Trying Times Demand Sound Leadership	Full Day
<input type="checkbox"/>	Feb 28	Wed	Giving DuPage	Executive Director 101 - Nuts & Bolts	Full Day
<input type="checkbox"/>	Feb 28	Wed	Giving DuPage	Are You the Perfect Board Member?	Evening
<input type="checkbox"/>	Mar 7	Wed	NIU-Naperville	I.T. Checkup or Total Reconstruction?	Morning
<input type="checkbox"/>	Mar 15	Mon	Giving DuPage	Measuring Your Nonprofit's Effectiveness	2 Hours
<input type="checkbox"/>	Mar 22	Thur	NIU-Naperville	Employment Law – Nuts & Bolts	Morning
<input type="checkbox"/>	Apr 3	Tues	DCCF	Strategic Thinking and Planning for Small Organizations	Afternoon
<input type="checkbox"/>	Apr 12	Thur	NIU-Hoffman Est	Engineering for Non-Engineers: Infrastructure/Design the Ques. to Ask	Morning
<input type="checkbox"/>	Apr 24	Tues	NIU-Naperville	The Lost Art of Listening	Afternoon
<input type="checkbox"/>	Apr 25	Wed	NIU-Naperville	Constructing Performance Measures	Morning
<input type="checkbox"/>	May 16	Wed	NIU-Naperville	Strategic Planning: The Basics	Afternoon
<input type="checkbox"/>	May 23	Wed	Giving DuPage	Nonprofits and Community Engagement-Tools and Techniques for Connectedness	Full Day
<input type="checkbox"/>	May 31	Thur	NIU-Naperville	High Reliability Organizations	Morning
<input type="checkbox"/>	Jun 7	THur	Giving DuPage	Social Media - Connecting Agencies or Govs. and Constituents	Morning
<input type="checkbox"/>	Jun 20	Wed	NIU-Naperville	Improving Intergovernmental Relations/Partnerships	Morning



**Attendee Information**

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Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Work Phone \_\_\_\_\_ Primary Phone \_\_\_\_\_

Company/Organization \_\_\_\_\_

Address is a  Business  Home

Address \_\_\_\_\_

Suite, Apartment, etc. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**\*Two or More From the Same Organization Registration Process**

If you have more than one individual from the same organization registering, please complete a registration form for each individual with payment information and fax to 815-753-6900.

\*\*Discounts are provided to members of the DeKalb County Nonprofit Partnership (DCNP) and Giving DuPage for specific workshops within the Nonprofit Specialization Track. For other workshops not part of the specialization track, regular registration rates will apply. Membership will be verified 7 days prior to the start of the workshop and if not a member, an additional billing for the regular attendee rate will be applied retroactively.

**Calculate Total Cost by number of each workshop:**

Registrations (postmarked/faxed/phone) received within 14 days of the scheduled workshop will be assessed an additional 10% handling/processing fee in accordance with our late registration policy. Outreach has the right to assess this fee upon the account if received late.

	EARLY BIRD				LATE REGISTRATION (increased rates within 13 days of workshop)			
	SINGLE	GROUP* (2+ from same org.)	NONPROFIT PARTNER**	STUDENT	SINGLE	GROUP* (2+ from same org.)	NONPROFIT PARTNER**	STUDENT
1.5 - 2 Hour Workshop	\$55	\$40	\$25	\$15	\$60	\$45	\$35	\$15
Half Day Workshop	\$75	\$60	\$45	\$20	\$79	\$65	\$50	\$20
Full Day Workshop	\$135	\$110	\$66	\$30	\$149	\$125	\$75	\$30

**Attendee Grand Total: \$ \_\_\_\_\_**

**Payment Information**

Check  MasterCard  Visa  Discover  American Express

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Suite, Apartment, etc. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Due to new PCI (payment card industry) compliance requirements, for credit card transactions, the cardholder's name and billing address must appear exactly the way it is listed on their credit card statement.

Charge will appear as "NIU Outreach, DeKalb, IL"

Fax Your Registration (credit cards only) to: 815-753-6900

Make check payable to NIU and mail along with this registration form to:

Outreach Services,  
Registration Office  
Northern Illinois University  
DeKalb, IL 60115

**Cancellation and Refund Policy**

Cancellation requests received at least 7 days prior to the workshop start date will be entitled to a 100% refund. No refunds will be issued for cancellations within 7 days of the workshop start date. Substitutions are allowed with advance notice to NIU. All cancellation and substitution requests must be submitted in writing to Outreachregistration@niu.edu or fax (815) 753-6900. NIU reserves the right to cancel programs within 6 days of class if enrollments are insufficient to cover cost.