



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

Select all that apply:

Half Day: 9 a.m. - 1 p.m. Afternoon: 1 p.m. - 5 p.m. Full Day: 9 a.m. - 4 p.m.**2016**

	DATE	DAY	LOCATION	TITLE	DURATION
<input type="checkbox"/>	Sept 12	Mon	NIU-Naperville	Local Law Enforcement Civil Rights Liability in Today's Environment	Half Day
<input type="checkbox"/>	Sept 14	Wed	Giving DuPage	Know Your Nonprofit Numbers P1: Purpose – Values, Vision, etc.	Afternoon
<input type="checkbox"/>	Sept 21	Wed	Giving DuPage	Know Your Nonprofit Numbers P2: People – Boards, Staff, etc.	Afternoon
<input type="checkbox"/>	Sept 28	Wed	Giving DuPage	Know Your Nonprofit Numbers P3: Performance – Financial Efficiency	Afternoon
<input type="checkbox"/>	Oct 5	Wed	Giving DuPage	Know Your Nonprofit Numbers P4: Perf. – Program Effectiveness	Afternoon
<input type="checkbox"/>	Oct 6	Thur	NIU-Hoffman Est	Government Communications 101	Full Day
<input type="checkbox"/>	Oct 12	Wed	Giving DuPage	Know Your Nonprofit Numbers P5: Promote – Communicating	Afternoon
<input type="checkbox"/>	Oct 18	Tues	NIU-Naperville	Strategic Planning: The Basics	Afternoon
<input type="checkbox"/>	Oct 26	Wed	NIU-Naperville	Collective Bargaining: Labor and Management Relations	Half Day
<input type="checkbox"/>	Nov 8	Tues	NIU-Naperville	Data Tools & Sources for Decision Makers	Half Day
<input type="checkbox"/>	Nov 14	Mon	NIU-Hoffman Est	Customers Matter: Quality Customer Service is Essential for Your Bottom Line	Half Day
<input type="checkbox"/>	Nov 29	Tues	NIU-Naperville	GIS Introduction	Half Day
<input type="checkbox"/>	Nov 30	Wed	Naperville	New Civics and the Impact of Globalization	Full Day
<input type="checkbox"/>	Dec 8	Thur	Giving DuPage	Are You the Perfect Board Member?	Half Day
<input type="checkbox"/>	Dec 13	Tues	NIU-Naperville	Collaboration, Coordination, and Consolidation in Local Government	Half Day

2017

<input type="checkbox"/>	Jan 18	Wed	NIU-Naperville	Participatory Budgeting: Engaging the Public in Public Decision Making	Afternoon
<input type="checkbox"/>	Jan 24	Tues	DCCF	Investing in Organizational infrastructure for Nonprofits	Half Day
<input type="checkbox"/>	Feb 1	Wed	Giving DuPage	Strategic Planning - Issue Based and Directed	Full Day
<input type="checkbox"/>	Feb 16	Thur	NIU-Hoffman Est	Ethical Leadership: Oxymoron to Government Employees?	Half Day
<input type="checkbox"/>	Feb 22	Wed	NIU-Naperville	Effective Performance Measurement & Performance Management for Public Organizations	Half Day
<input type="checkbox"/>	Mar 8	Wed	Giving DuPage	Are You the Perfect Board Member?	Half Day
<input type="checkbox"/>	Mar 28	Tues	NIU-Naperville	I.T. Checkup or Total Reconstruction	Half Day
<input type="checkbox"/>	Apr 6	Thur	Giving DuPage	Executive Director 101 – Nuts & Bolts	Full Day
<input type="checkbox"/>	Apr 12	Wed	NIU-Hoffman Est	Engineering for Non-Engineers	Half Day
<input type="checkbox"/>	Apr 18	Tues	NIU-Naperville	Local Government Financial Reporting	Half Day
<input type="checkbox"/>	Apr 28	Fri	NIU-Naperville	Leadership Lessons: Trying Times Demand Sound Leadership	Full Day
<input type="checkbox"/>	May 11	Thur	NIU-Naperville	Land Use, Economic Development, and Zoning	Half Day
<input type="checkbox"/>	May 16	Tues	DCCF	Grant Writing P1: Skills and Secrets	Half Day
<input type="checkbox"/>	May 17	Wed	NIU-Naperville	High Reliability Organizations	Half Day
<input type="checkbox"/>	Jun 1	Thur	DCCF	Grant Writing P2: Grant Writing 200	Full Day
<input type="checkbox"/>	Jun 2	Fri	NIU-Naperville	Improving Intergovernmental Relations	Half Day
<input type="checkbox"/>	June 7	Wed	Giving DuPage	Social Media – Connecting Agencies or Governments and Constituents	Half Day
<input type="checkbox"/>	Jun 13	Tues	NIU-Naperville	Community Surveys: How, When, & Why	Half Day
<input type="checkbox"/>	Jun 15	Thur	Giving DuPage	Nonprofits and Community Engagement – Tools and Techniques for Connectedness	Half Day



Northern Illinois University

Page 2 of 2

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

If you have more than one individual from the same organization registering, please fill out a registration form for each individual with payment information and fax all together 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.

Full Day Workshop
Half Day Workshop

Attendee Information

Make photocopies first to share with colleagues.

Name _____ Title _____

Email _____ Fax _____

Work Phone _____ Primary Phone _____

Company/Organization _____

Address is a Business Home

Address _____

Suite, Apartment, etc. _____

City _____ State _____ Zip _____

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)		
	REGULAR REGISTRATION (Single)	REGULAR REGISTRATION* (2+ from same org.)	NONPROFIT PARTNER**	REGULAR REGISTRATION (Single)	REGULAR REGISTRATION* (2+ from same org.)	NONPROFIT PARTNER**
Full Day Workshop	\$135	\$110	\$66	\$149	\$125	\$75
Half Day Workshop	\$75	\$60	\$45	\$79	\$65	\$56

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.