



BOTH pages must be completed and mailed or faxed.  
Make photocopies first to share with colleagues.

Attendee Name: \_\_\_\_\_  
Primary/Daytime Phone \_\_\_\_\_

Morning Workshops: 9 a.m.-1 p.m.

Webinars: 11:30 a.m.-1 p.m.

Afternoon Workshops: 1 p.m.-5 p.m.

Full Day Workshops: 9 a.m.-4 p.m.

**Select All That Apply:**

	DATE	DAY	LOCATION	TITLE	DURATION
<b>2018</b>					
<input type="checkbox"/>	Nov 26	Mon	Webinar	P3: Performance: Measuring your Impact for Sustainability	11:30-1:00
<input type="checkbox"/>	Dec 3	Mon	Webinar	P4: Promote: Effectively Telling Your Story to the World	11:30-1:00
<input type="checkbox"/>	Dec 4	Tue	NIU-Naperville	Effective Presentations and Public Speaking	Afternoon
<input type="checkbox"/>	Dec 10	Mon	Webinar	“Getting to Great’ Non-Profit Leadership Series: Part 1 - Purpose: Living your values, vision and mission”	11:30-1:00
<b>2019</b>					
<input type="checkbox"/>	Jan 10	Thu	NIU-Naperville	Fund Development 101: If You Don’t Know Where You Are Going; You Won’t Get There	Morning
<input type="checkbox"/>	Jan 17	Thu	NIU-Naperville	Constructing & Using Performance Measures	Morning
<input type="checkbox"/>	Jan 24	Thu	NIU-Naperville	The Lost Art of Listening	Afternoon
<input type="checkbox"/>	Feb 14	Thu	NIU-Naperville	Trends in Employment Law and Collective Bargaining	Morning
<input type="checkbox"/>	Feb 15	Fri	NIU-Naperville	Leadership Lessons: Trying Times Demand Sound Leadership	Full Day
<input type="checkbox"/>	Feb 21	Thu	Giving DuPage	Grant Writing	Full Day
<input type="checkbox"/>	Feb 26	Tue	NIU-Naperville	Strategic Choices and I.T. Leadership: Where Are You Going and Who is Going to Lead?	Morning
<input type="checkbox"/>	Mar 5	Tue	Giving DuPage	The Lost Art of Listening	Afternoon
<input type="checkbox"/>	Mar 7	Thu	NIU-Naperville	Strategic Thinking and Planning for Small Organizations	Morning
<input type="checkbox"/>	Mar 19	Tue	DCCF	Strategic Planning for Small Organizations & Nonprofits	Morning
<input type="checkbox"/>	Mar 28	Thu	NIU-Naperville	Time Management & Organizational Skills	Morning
<input type="checkbox"/>	Apr 11	Thu	NIU-Hoffman Est	Engineering for Non-Engineers: Infrastructure & Design - the Questions to Ask	Morning
<input type="checkbox"/>	Apr 25	Thu	NIU-Naperville	Are You Thinking About a Community Survey? How, When & Why	Morning
<input type="checkbox"/>	May 2	Thu	NIU-Naperville	New Civics and the Impact of Globalization	Full Day
<input type="checkbox"/>	May 16	Thu	Giving DuPage	Strategic Planning-Reboot-Lessons Learned and Following Through	Morning
<input type="checkbox"/>	Jun 4	Tue	NIU-Naperville	High Reliability Organizations: Are You at the Forefront of This Emerging Designation Where Failure is Not A Viable Option?	Morning
<input type="checkbox"/>	Jun 11	Tue	Giving DuPage	Leadership Lessons: Trying Times Demand Sound Leadership	Full Day
<input type="checkbox"/>	Jun 20	Thu	Giving DuPage	Executive Director 101 - Nuts & Bolts	Full Day

Note: Giving DuPage workshops will be held in the DuPage County Administration Building

Visit [cgs.niu.edu/CLA](http://cgs.niu.edu/CLA) for additional workshops or changes to this schedule and information on the new special topics series!



Northern Illinois University

**\*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.

**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.

**Attendee Information**

Make photocopies first to share with colleagues.

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

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

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

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

Address \_\_\_\_\_ Address is a  Business  Home

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.

**ONSITE WORKSHOPS**

	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
Half Day	\$75	\$60	\$50	\$20	\$79	\$65	\$55	\$20
Full Day	\$135	\$110	\$71	\$30	\$149	\$125	\$80	\$30

**WEBINARS**

	SINGLE / GROUP / NONPROFIT	STUDENT	SINGLE/GROUP/NONPROFIT	STUDENT
	1-2 individual(s)	\$30	1-2 individual(s)	\$40
	3-4 individual(s)	\$50	3-4 individual(s)	\$60
	5 or more individual(s)	\$75	5 or more individual(s)	\$85

NOTE: All webinar registrations must be either faxed to 815-753-6900 or scanned and emailed to jbollie@niu.edu. If scanned, leave credit card information off. You will be contacted for this information.

**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 \_\_\_\_\_