



## ADMINISTRATOR SPECIAL OFFER

**With 5 Paid Full Conference Registrations, receive ONE free registration per district Offer ends Dec. 15, 2019**

***Do not register your administrator until you have met the requirements below plus received the special directions from the Conference Staff.***

**How to claim your FREE registration:**

Only building and district administrators qualify. One free Full Conference (Sunday-Tuesday) registration per district. Offer ends Dec. 15, 2019. Requirements for Free Full Conference (Sunday-Tuesday) Administrator Registration follow below:

- Open to building and district administrators only – 1 free offer per district
- Requires 5 Full Conference (Sunday – Tuesday) **PAID** registrations from **the same district**.  
Building level administrators do not need to have the 5 registrants come from their building, just from their district. No substitutions or exceptions.

Steps to obtain your free registration

- 1) Verify the confirmation numbers of the 5 paid Full Conference (Sunday-Tuesday) registrants.
- 2) Payment of the first 5 individuals' Conference fees must be received prior to December 15, 2019 and before issuing the complimentary registration. *Purchase orders do not qualify as payment; payment by check or credit card must be received.*
- 3) Complete this form AFTER 5 registrants have PAID for the Full Conference (Sunday- Tuesday).
- 4) Once this form is processed and approved, you will be emailed instructions detailing how to register the free administrator.
- 5) **Free registration is not applied until validation and approval by RRCNA are completed. Please do not register the Administrator until after receiving this validation.**
- 6) Submit form: Fax: 614-310-7342 OR Email: [conferenceinfo@readingrecovery.org](mailto:conferenceinfo@readingrecovery.org)
- 7) Your contact person will be emailed with instructions on how to register the administrator

**Administrator who is to receive the free registration:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_

School/district administration address: \_\_\_\_\_

School/district web site: \_\_\_\_\_

**Contact (person who will register administrator):**

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PAID Attendee Names	School Name	School District	Date of Registration
1.			
2.			
3.			
4.			
5.			

**NOTE:**

- If paid attendees drop below 5, the administrator will then be responsible for the Full Conference fee.
- Substitution may be made for a **PAID** registrant if RRCNA Office is notified in writing by January 10, 2020.
- **The complimentary administrator registration is non-transferable.**