



FROM THE REGISTRAR – IMPORTANT INFORMATION

As part of Nassau Region PTA, units and councils are invited to many events throughout the year. For each of these events, the unit attendees fill out and return a registration form along with a check. The registration form is an essential part of the planning process for us. This information helps us to know how many packets are needed for registrants and how many handouts are needed in each workshop. When an event also includes vendors such as those at the Arts-in-Ed Showcase and the Ways and Means Expo, we can help them plan ahead for the number of attendees expected.

Every effort is made to provide attendees with valuable information on vital topics to help you successfully advocate for your children and guide you through a successful PTA year. The packets received should be taken back to your PTA meetings and shared with your unit members. In order to ensure that this happens, every conference has a registration **postmark by date**. This deadline gives us the time needed to print and package the materials. Some units adhere to these deadlines and we appreciate the fact that you do, however we have been noticing that many units seem to be registering at the last minute after the postmark by deadline or at the door and because of this, we have been less successful in guaranteeing materials for all attendees.

Please help us by sharing event information with your PTA members in advance so that registration is submitted by the requested deadline. Not only will this ensure that your attendees receive a packet as they check in, it will also expedite the check-in process. All registration information is posted on our website at www.nassaupta.org.

Please note that due to the nature of the **Presidents-Principals Dinner, Spring Conference/Ways and Means Expo** and the **Legislation Conference** there is **NO At-the-Door or Late Registration**. These are events for which a count & seating arrangements must be given to the venues well before the event. We have found that over the last few years, more and more units are calling after the deadline to be added to the registration. We are grateful that our unit members wish to attend these events, however because late and last minute calls create an enormous amount of additional work and stress not only for our volunteers but for the staff at the venues as well, we will be strictly adhering to pre-registration deadlines for these events. We are all volunteers and we greatly appreciate your cooperation and the work you do on behalf of your children and your PTA!

PLEASE REMEMBER -

- ✓ To mail your registration form by the **Postmark By** date
- ✓ To fill out the form in its entirety, especially the contact information. Telephone and email addresses are especially important should an event need to be cancelled or postponed. Please print clearly.
- ✓ Two (2) signatures and are needed on all PTA checks. Please make checks payable to Nassau Region PTA.
- ✓ There is **NO At-the-Door** registration for the **Presidents-Principals Dinner, Spring Conference/Ways and Means Expo or Legislation Conference**.

