



Pennsylvania Association of School Business Officials
2011-2012 Professional Development

WORKSHOP SERIES

PRE-PAID COUPONS

Order pre-paid coupons and get a savings on each workshop registration! School entities can purchase a book of five coupons for \$300 at any time during the program year. Coupons are redeemable by any staff person at the school entity. *This is a great way to introduce a non-member from your school entity to the benefits of PASBO workshops at the member rate.*

IMPORTANT COUPON INFORMATION

How many coupons can I get? Coupons can only be purchased in multiples of five and will be individualized with an identification number. PASBO will preprint your school entity name and the date of purchase directly on the coupons.

For what workshops are coupons redeemable? Coupons can be redeemed as follows:

- ♦ 1 coupon for a mini-workshop or half-day workshop/webcast
- ♦ 2 coupons for a full-day workshop
- ♦ 3 coupons for a two-day conference

Coupons cannot be used as partial payment for a workshop. Walk-in, transfer, substitution, cancellation and no-show fees still apply.

How do I use my coupon? Mail original coupon(s) to the PASBO office with the workshop registration form or invoice. The coupon does not substitute for the registration form. To ensure proper credit, be sure to fill in the coupon with your name, workshop title, location and date.

Can I make copies of coupons for other employees within my school entity or to use in case I misplace my coupon book? No. The original coupons hold a monetary value. Copying of any kind is prohibited. PASBO will only accept the original coupon - no exceptions.

Will my coupons expire? Yes. The PASBO fiscal year ends June 30, 2012, at which time all coupons for the 2011-12 year will expire. Coupons are no longer valid after this date.

I am taking a position at another school entity. Can I take the coupons with me? No. Once purchased, the school entity becomes proprietor of the coupons. If the PASBO member transfers to another school entity or a position outside school business, the coupons must remain at the original school entity.

I can't make it to the workshop. Can someone else go in my place? Yes. If you are unable to attend a workshop that has been paid for with a coupon and it is more than five business days prior to the scheduled workshop, you may find a substitute person from your school entity to attend, or transfer the coupon to another workshop. In order to transfer from one workshop to another, you or the substitute cannot already be registered for the newly selected workshop. A \$20 service charge will be incurred for transfers.

I might have to cancel. Now what? If cancellation occurs and no transfer or substitution has been made, the redeemed coupon will be considered used and void. No refunds will be issued.

I missed the workshop. Can I still use the coupon for another workshop? No. When the registrant is absent from a workshop that was paid by using a coupon, the coupon is immediately considered used and void. No refunds will be issued.

PLACE YOUR WORKSHOP COUPON ORDERS HERE!

Name _____
 Title _____
 Employer _____
 Mailing Address _____
 City _____
 State _____ Zip Code _____
 Phone _____
 Fax _____
 Email _____

PAYMENT MUST ACCOMPANY ORDER FORM

Number of Coupon Books @ \$300 each _____
 (Five coupons per book)
 Total Due to PASBO \$ _____

SELECT ONE METHOD OF PAYMENT:

Check payable to PASBO Credit Card
 Cardholder's Name _____
 Card Number _____ Exp. _____
 Signature _____

Coupons are redeemable for PASBO workshops offered during the 2011-12 year (July 1, 2011 - June 30, 2012).

PAYMENT MUST ACCOMPANY THIS FORM.

Mail this form and payment to: PASBO, PO Box 6993, Harrisburg, PA 17112-0993
 (717) 540-9551 ~ Fax (717) 540-1796 ~ www.pasbo.org

COUPONS WILL NOT BE MAILED UNTIL FULL PAYMENT IS RECEIVED BY PASBO.

FOR PASBO USE

Check Amount _____
 Applied Amount _____
 Date _____
 Initials _____
 Coupon Start No. _____
 Coupon End No. _____