



*Advancing Civic Leadership.  
Navigating the Future.*



**Event #19499**

# 2023-2024 Registration Form (Page 1 of 2)

**BOTH pages must be completed and mailed or faxed.**

## Attendee Information

Name

Primary Phone

FEIN (If requesting a PO)

## CLA Workshop

Date of Workshop

Title

Date of Workshop

Title

Date of Workshop

Title

Date of Workshop

Title

Date of Workshop

Title

## Need Custom Courses?

Don't see what you're looking for? We offer custom programming designed just for your organization, presented online or in-person, at your facility, or ours.

We'll customize our training for your needs and audience. We tailor our curriculum to reflect the current issues and best practices for organizations today. We'll travel to your workplace or host an event at one of NIU's regional centers, or we'll conduct events online.

For more information about customized training in your location, email us at [CivicLeadershipAcademy@niu.edu](mailto:CivicLeadershipAcademy@niu.edu) today.



NORTHERN ILLINOIS UNIVERSITY

**Center for  
Governmental Studies**

*Outreach, Engagement and Regional Development*

**[go.niu.edu/cla](https://go.niu.edu/cla)**



# 2023-2024 Registration Form (Page 2 of 2)

Event #19499

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

## Requesting a PO

If payment is being made with a Purchase Order, please provide a copy of the PO and a copy of your organization's W-9 Form.

## Attendee Information

Name	Title	
Email	Fax	
Work Phone	Primary Phone	
Company/Organization	Address is a <input type="radio"/> Business <input type="radio"/> Home	
Address		
Suite, Apartment, etc.		
City	State	Zip

## Calculate Total Cost by number of each workshop:

### CLA Workshops Registration Fees

Length/ Mode of Delivery	Single	NIU Student (grad or undergrad)
Half-day/Online	\$33	\$10
Half-day/In-person	\$48	\$10

### Number of Workshops

### Rate

x

### Total

## Payment Information

☐ Check ☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Card Number

Expiration Date

\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_ \_\_\_\_/\_\_\_\_

Name

Address

Suite, Apartment, etc.

City

State

Zip

Cardholder's Signature

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



NORTHERN ILLINOIS UNIVERSITY

## Center for Governmental Studies

*Outreach, Engagement and Regional Development*

## Cancellation, Substitution and No Refund Policy

As the Center for Governmental Studies incurs costs from its tracking agency for each registration, we are no longer able to issue full refunds due to registrant cancellations. There is a non-refundable processing fee (\$5) for all sessions. You may substitute another person for your registration in the event you cannot attend. Substitution or cancellation requests must be submitted in writing to outreachregistration@niu.edu or fax 815-753-6900. Cancellations made less than 5 business days prior to the event will be issued credit for a future course valid through the end of the current academic year.

Due to 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.