

# REGISTRATION FORM

You can also register online at [www.vaco.org](http://www.vaco.org).



#VACoSupervisorsCertification  
#VACoEducation



## Managing While Leading: Understanding Your Powers, Duties and Responsibilities

This comprehensive program with home study and a follow-up session is open to all County Supervisors. It is one of the five core courses in the Virginia Certified County Supervisor Program, a joint effort of Virginia Cooperative Extension and the Virginia Association of Counties.

Dr. Mike Chandler, Professor Emeritus at Virginia Tech, and Dr. Martha Walker, Extension Community Viability Specialist at Virginia Tech, will serve as class instructors. In addition, practitioners and subject matter experts will be featured. There is a home study component following the March 17 session that all participants are required to complete before the May 12 session.

STEP  
**1**

### REGISTRANT INFORMATION — ONLY ONE REGISTRANT PER FORM. PLEASE TYPE OR PRINT CLEARLY.

NAME		
JOB TITLE	ORGANIZATION	
MAILING ADDRESS		
CITY	STATE	ZIP
PHONE	EMAIL	
EMERGENCY CONTACT	RELATIONSHIP TO SELF	EMERGENCY CONTACT NUMBER

STEP  
**2**

### DATES

Opening Session: Friday, March 17, 2017

Closing Session: Friday, May 12, 2017

Registration Deadline: March 7, 2017

#### Special Dietary Request

☐ Vegetarian

☐ Other \_\_\_\_\_

#### Location

March 17 and May 12 Location:

Albemarle County Office Building  
McIntire Road, Room 235

#### Sponsorship Provided By



#### Photo/Video Policy

By registering for the Supervisors' Certification Class, you acknowledge and agree to grant Virginia Association of Counties the right to record, film and photograph your likeness in its media, marketing, promotional and educational efforts. You also acknowledge and agree to grant Virginia Association of Counties the right to include your contact information on an event attendee list made available to other event attendees and sponsors.

STEP  
**3**

### FEES AND PAYMENT

Cost: \$350 per person, includes books, materials & lunch

\*\*\* Class size limited to first 20 who register. \*\*\*

STEP  
**4**

### PAYMENT INFORMATION

☐ Make check payable to **VACo** or provide credit card information below.

Credit Card Number

Expiration: Month/Year (MM/YY)

☐ MasterCard

☐ VISA

☐ AMEX

☐ Discover Card

Name on Credit Card (please print)

Signature

Email address for credit card receipt \_\_\_\_\_

Questions? Call VACo at 804.788.6652

MAIL: Virginia Association of Counties  
1207 E. Main Street, Suite 300  
Richmond, VA 23219

FAX: 804.788.0083

Contact VACo if you have a disability requiring special provisions or services.

#### Deadlines and Refund Information

Please return completed form to VACo by March 7, 2017.

**REFUND POLICY:** Requests for registration refunds are honored if received by March 7. Substitutions can be accepted at no additional cost.

STEP  
**5**

### SUBMIT YOUR COMPLETED FORM

For your protection and to keep in compliance with the Payment Card Industry Security guidelines, VACo cannot accept or process credit card information provided via email or text. Please fax or mail your registration with your payment information to the address or FAX to 804.788.0083.