

REGISTRATION FORM

→ You can also register online at www.vaco.org.



#VACoSupervisorsCertification
#VACoEducation



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

September 7 (Opening Session) and November 2 (Closing Session)

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 September 7 session that all participants are required to complete before the November 2 session.

STEP 1

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

NAME

JOB TITLE

MAILING ADDRESS

CITY

PHONE

YOUR COUNTY

Virginia

STATE

ZIP

EMAIL

STEP 2

DATES

Opening Session: Friday, Sept. 7, 2018

Closing Session: Friday, Nov. 2, 2018

Registration Deadline: Aug. 20, 2018

Special Dietary Request

☐ Vegetarian

☐ Other _____

Locations

September 7 Location: Albemarle County Office Building, McIntire Road

November 2 Location: VACo Training Center, Richmond

Sponsorship Provided By



Virginia Tech • Virginia State University



Virginia Association of Counties



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

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

Credit Card Number

Expiration: Month/Year (MM/YY)

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

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

FAX: 804.788.0083

Deadlines and Refund Information

Please return completed form to VACo by August 20, 2018.

REFUND POLICY: Requests for registration refunds are honored if received by August 20. 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 listed above or FAX to 804.788.0083.