

# South Carolina Association of Nonprofit Organizations

## TRAINING REGISTRATION FORM

To register for training programs, please review training policies and procedures below,  
print this form and return it, along with your payment to:  
**SCANPO, 2711 Middleburg Drive, Suite 201, Columbia, SC 29204 \* Fax 803/929-0173**

*Please print clearly and duplicate form for each individual registrant.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Program Name:**

**Program Date:**

**Fee:**

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Check here if you would like us to send you  
information on our Customized Training Programs.

**Total:** \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_ CVV Code \_\_\_\_\_

Your Signature: \_\_\_\_\_

### Training Registration Policies and Procedures

- Please note that fees listed are per person.
- Pre-registration and early registration are encouraged so we can have materials, chairs, workspace and refreshments for all participants. We accept walk-ins if the session isn't full, but please note we sometimes have to cancel sessions. If you haven't pre-registered, we can't notify you of the cancellation.
- On-site registration will be charged a \$10 late registration fee. On-site registration will only be accepted with full payment. Last minute registrations are accepted only if space is available.
- No telephone registrations will be accepted.
- Payment must be received in order to be registered.
- You will receive a confirmation prior to the session. If you don't, please contact Priscilla Suggs.
- Please arrive at least 15 minutes before the start of the program so we can begin on time.
- If you must cancel your registration, you will receive full credit for another SCANPO seminar or a refund minus a \$15 processing fee. **Notice of cancellation must be received in writing (fax or e-mail) by SCANPO at least 3 working days before the seminar.** No refunds or credits can be made after that date under any circumstances. If you register for an event and are unable to attend, you may send someone in your place by contacting SCANPO. Please give 24 hours notice.
- Individuals who miss a program without prior notification will be expected to pay for the training in full.