College Prep Conference & College Fair

Group Commitment Form

Schools, School Officials, Associations or Businesses that wish to be invoiced by CLD must submit this form to Center for Leadership Development prior to conference registration. To be eligible for registration by purchase order, you must (1) Register 10 or more individuals, (2) Know the estimated number of individuals who will be attending, and (3) Supply the name of the organization or business and address to be billed. If you do not meet all of the previous criteria, please return to the individual registration at where you will be prompted to make payment at time of registration.

Organization/Group Name:

Address:	City:	State:	Zip:

Group Leader Name:	Email:	Phone:

Name of Organization to be Invoiced:

Address:	City:	State:	Zip:

Billing Contact:	Email:	Phone:

Estimated # of participants in group?

By signing this group application form I am responsible for all aspects of my group's registration and participation. I understand that to be recognized as a group and receive a registration rate of $10 per person, I will be billed for at least 10 participants. *Please note that each participant in your group will need to individually register online using your group registration name and password. If you have any questions, please contact Gabrielle White at gwhite@cldinc.org.

Signature:	Date:

Greetings:

On September 7, 2019, we encourage students and parents to attend the Center for Leadership Development's (CLD) *12th Annual College Prep Conference & College Fair. The event will be from 8:00am - 4:30pm* at the **Indiana Convention Center**, Sagamore Ballroom. This is a great opportunity for ALL students entering grades 8-12 (in the Fall) and parents to learn all they need to know to prepare for college.

In collaboration with college and university administrators, this College Prep Conference exposes students and parents to the idea of college as an available option, and to the many opportunities that a college education affords. Breakout sessions include **How to Study Effectively, Student and Parent Panels, Applying for College, Financial Aid and Paying for College, NCAA for athletes** and more! Students will also have the opportunity to meet with representatives from over 60 colleges and universities during the college fair portion of the event.

Registration is $10 per person for groups of 10 or more. Groups must first complete the group application above and be associated with a school or organization to pay by invoice. Each attendee must register individually using the provided group name and password no later than **August 31st**. Any parent interested in attending with their child should register at the same time as their child.

Individual Group Registration Instructions:

- Click Event link https://collegeprepconference2019.eventbrite.com
- Click on **Join a Group**
- Search the group name provided by your group leader
- Enter the password provided by your group leader
- Select Group-Student Registration by selecting the number of student attendees (should be 1 for your individual registration). If parent(s) are attending with student, please register under the Group-Parent/Adult Registration and add the number of parent attendees.
- In the second box under **Payment,** select **"Pay by Invoice"** in the Payment Method box
- Complete all of the required information required on the registration form (**be sure to enter **YOUR** email address in the email block. If an email address automatically populates in that field, be sure to remove it and replace with **YOUR** email).
- Note: The Waiver section needs to be completed regardless of the type of registration. (Student or Parent). This is for any photos or videos that CLD may have of their event and is required to attend.
- Once all the information is completed, please click **Send Invoice**

EACH STUDENT AND PARENT WILL NEED TO REGISTER PRIOR TO THE DEADLINE. NO EXCEPTIONS. NO WALK-INS.

Please contact Gabrielle White with questions about the event or registration at gwhite@cldinc.org. Questions regarding billing may be directed to Gail Bradford at gbradford@cldinc.org and all other questions should be directed to your group leader.