Working for the Advancement of Women in the Government

## REGISTRATION FORM

**INSTRUCTIONS:** Return completed form with full payment (including payment for Vendor and Sponsorship opportunities, if applicable) or appropriate training authorization to, **FEW – Northeast Region RTP 2021, Federally Employed Women, P.O. Box 24, Cheektowaga, NY 14225.** Must be postmarked by **May 19, 2022.** Registration will not be processed without receipt of proper payment by one of the methods of payment below. For additional information, please email Dawn Nester at histrylady@yahoo.com. The Chapter will confirm ability to process voucher payments in advance. This event is open to government and non-government employees, government contractors, and general public.

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|  | **PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY**  Your Name Address C i t y / State / Zip Cell Phone Work Phone  E-Mail  Your Chapter's Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or check below   * I am not currently a FEW member! * I am interested in joining/re-joining FEW! | **AGENCY /COMPANY INFORMATION (NO ACRONYMS)**  Agency Address City/ State /Zip Work E-Mail  Fax  Registration fee - $25.00 |  |
| **EMERGENCY CONTACT INFORMATION**  NAME CONTACT PHONE NO.\_ | | |  |
| **REGISTRATION - Must be paid by May 19, 2022 (Thursday)**  There is no charge for members to participate in the Virtual Spring RTP on May 21, 2022. We are happy to welcome you as our guest this spring so that you can “Spring into Action” to focus on your wellness, diversity, retirement and our organization.  This event is open to government and non-government employees, government contractors, and general public; however, non- members of FEW will be asked to pay a small registration fee. | | |  |
| Payment Method:Government Training Authorization \_\_\_\_\_\_\_Check (Payable to Northeast Region - Federally Employed Women)  \_\_Money Order PayPal (All Forms of Payment) Purchase Order  [**http://www.paypalme/FEWNORTHEASTREGION**](http://www.paypalme/FEWNORTHEASTREGION)  **\*A $25.00 fee will be charged for returned checks**  **Refund and Cancellation Policy** – To receive a refund **(less $5.00 processing fee),** FEW Northeast Region must receive a “Written Cancellation Notice” no later than **(May 16, 2022, Monday).** No refund or cancellation will be honored after that date. By signing this form, I agree and accept the terms and conditions of the registration cancellation policy. Printed & Written Signatures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |

**Please state any special needs that may require alternate arrangements or emergency medical treatment:**

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**Office Use Only**

Date Received: Registration Number: Payment: $\_ Form Received By: Mail

Email