

**Educational Leadership Institute - NYSAWA**

*Dr. James M. Merrins, Ed.D., Executive Program Administrator*

*42 Rosalyn Court, Fredonia, New York 14063*

*716-672-5473 FAX 716-672-5472 jmerrins@cecomet.net*

Form

**Workshop Notification Service (Optional)**

Workshops are seldom cancelled. Our presenters travel to the workshop site the night before. If the site is open the workshop will take place as scheduled. [See: Cancellation Policy]

During the winter months we offer an early-morning, same-day, optional 'Notice of Workshop Cancellation Service' to any workshop registrant willing to provide us with contact information. We will attempt to telephone one (1) designated registrant in each school district ONLY if the workshop is cancelled.

If you want to be contacted in case of workshop cancellation provide the following information and FAX it to 716-672-5472 at least three days prior to the scheduled workshop:

1. NAME OF WORKSHOP: \_\_\_\_\_

2. DATE OF WORKSHOP: \_\_\_\_\_

3. LOCATON OF WORKSHOP: \_\_\_\_\_

4. NAME OF SCHOOL DISTRICT: \_\_\_\_\_

5. NAME OF DESIGNATED REGISTRANT CONTACT FOR THIS WORKSHOP:

\_\_\_\_\_ \*

6. TELEPHONE CONTACT THE MORNING OF THE WORKSHOP:

CELL PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ \*

CALL WINDOW: After \_\_\_\_\_ AM, but before \_\_\_\_\_ AM \*

\*NOTE: This information will be destroyed after this workshop.

**FAX to 716-672-5472**

**at least five days prior to the scheduled workshop**