

TRAINING OF TRAINERS WORKSHOP MATERIALS ORDER FORM

(Required as of July 1, 2009)

 Today's Date

 Sponsor Name

 Contact

 E-Mail

 Phone

Workshop Information (please print)

Workshop 1: Prevention & Preparedness: The Comprehensive School Crisis Team

 Date of Workshop

 PREPaRE Trainer

 Additional PREPaRE Trainer

Workshop 2: Crisis Intervention & Recovery: The Roles of School-Based Mental Health Professionals

 Dates of Workshop

 PREPaRE Trainer (2 required)

 PREPaRE Trainer

Shipping Information

 Name of Person Ordering Materials

 Same as Contact Person (____)

 E-mail

 Phone

 Business/Location for Delivery

 Attn

 Address

 City

 State

 Zip

 Requested Delivery Date

Billing Information

 Organization

 Person Receiving Invoice

 Address

 City

 State

 Zip Code

Payment Method

 Check # _____ Purchase Order # _____ Visa _____ MasterCard _____

 Card #

 Expiration Date

 Cardholder Name

 Authorized Signature

Materials Order Information

<u>Item</u>	<u>Qty</u>	<u>Price</u>	<u>Total</u>
ToT Workshop 1	_____ x	\$50.00 (per participant materials fee)	\$ _____
ToT Workshop 2	_____ x	\$70.00 (per participant materials fee)	\$ _____
Order Amount			\$ _____
Shipping/Handling Ground (5% of order amount)			\$ _____
2 nd Day or Overnight Shipping (call for price)			\$ _____
Billing Total:			\$ _____

Send order form and payment 4 weeks prior to delivery date to:

Suzy Tyburski, Coordinator PREPaRE
 National Association of School Psychologists
 4340 East West Highway, Suite 402, Bethesda, MD 20814
 Fax: 301-657-0275 E-Mail: styburski@naspweb.org

PREPaRE Trainer Policy

Only trainers with PREPaRE Trainer status may conduct workshops.

Returns

Materials may be returned at 50% of the original price if received in new condition within 180 days of the date of invoice. Returns must be pre-approved by the NASP office. To request a return, please e-mail Suzy Tyburski at styburski@naspweb.org with the name of the sponsoring organization, workshop presenter, date(s) of the workshop(s), original order quantity, and invoice number. A *Permission to Return Request* form will be e-mailed to you. Please send your package via UPS or insured parcel post with the completed form to the above address. Return shipping is the responsibility of the workshop sponsor.

Customer Service

Please contact Suzy Tyburski by e-mail styburski@naspweb.org or phone 1-866-331-NASP (6277) or (301) 347-1644 (direct line).

Workshop and Materials Order Policy

Only NASP PREPaRE Trainers may conduct a PREPaRE Workshop. NASP will only ship materials to workshops being given by trainers with PREPaRE Trainer status. Due to copyright guidelines and regulations, workshop materials may ONLY be distributed to those participants who attend the PREPaRE workshop(s).

Delivery

Unless otherwise noted, materials will be shipped ground. Shipping/handling charges for the continental United States are 5% of the order cost. Alaska, Hawaii, Puerto Rico, and International orders will be billed at actual cost.

Orders must be received 4 weeks prior to delivery date. Orders shipped ground will normally arrive within 7–10 business days. For rush orders, contact NASP (may incur \$50 handling fee).