## **SEWNTP Seminar Attendance Policy** 2014-2015

We are striving to deliver high quality staff development for all participants in any programming we deliver. A registration to a SEWNTP event is considered a commitment in which we plan facilitators, food and materials accordingly. In order to achieve an effective learning experience, we need accurate information; otherwise, we cannot balance our budget.

The procedures outlined below will ensure that everyone has a successful experience:

- Registrations are due 1 week prior to the event. Late registrations can sometimes be accommodated.
- Confirmations for Forums/Seminars are sent **1 week** prior to the event.
- Assume seminars will be held unless the host school has declared a weather emergency and all after school activities will be cancelled.
- If an emergency arises and you cannot attend, it is the responsibility of the participant to notify SEWNTP prior to the activity.
- When you arrive at the seminar, it is essential that you sign in to be recorded as "present." If your signature is not on the list, you will be recorded as absent.
- Due to the expenses involved in offering this event, if a person registers and then does not attend without proper notification, a fee of \$15.00 per seminar will be assessed to the district.
- Each district will determine its own individual process for collecting the fee.

We appreciate your efforts in helping us hold down costs with more accurate registration data.

Contact SEWNTP: 414-410-4243 or sewntp@stritch.edu