



2009 Brushy Fork Annual Institute

September 16-18, 2009
Early bird activities: September 15, 2009
On the campus of Berea College

Please print clearly or type.

Registration Form

Step 1: Give us your contact information.

Mr. Ms. Name: _____

Title/Position in Organization: _____

Organization: _____

Mailing Address: _____

Mailing Address Line 2: _____

City, State, Zip: _____ County: _____

Home phone: _____ Work phone: _____

Cell phone: _____ Fax number: _____

E-mail address: _____ Organization Web Site: _____

Emergency contact name and number: _____

Relationship of emergency contact: _____

Step 2: Help us prepare to meet your needs at the Annual Institute.

Please indicate the name you want on your nametag: _____

Please indicate any dietary restrictions you may have:

Diabetic Vegetarian Vegan Other: _____

The Annual Institute is held on a college campus. Some walking may be necessary. Do you have any physical condition that might restrict your mobility or require assistance during the Institute? Yes No

Please explain: _____

Step 3: Tell us which early bird activities you want to join.

Will you attend an early bird session from 2:00-5:00 pm on Tuesday, September 15? If so, please check one:

One-page strategic plan | Peter Hackbert

Swamp Gravy: Colquitt, Georgia's economic revitalization story | Joy Jinks

Fundraising and the economy | Lee Ellen Martin

Tuesday dinner

Will you attend the opening cookout on the evening of Tuesday, September 15? Yes No

over →

For Brushy Fork office use

Date received _____ Date entered _____ ID number _____ Processed by _____

Comments:

Name: _____

Step 4: Choose a workshop track to follow during the Annual Institute.

Each participant follows **one** track. Please indicate a first and second track choice. Tracks are subject to change based on registration numbers and other factors. Brushy Fork will notify you if you receive your second choice.

Track (please mark one first and one second choice)	First choice (check one)	Second choice (check one)
NEW! Surviving Hard Times Vicky Creed (<i>limit 12 organizations</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Nonprofit Management Ginny Eager (<i>limit 20</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Legal Issues for Nonprofits Conley Salyer (<i>limit 20</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Financial Management for Nonprofits Ed McCormack (<i>limit 10</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Vaughn Grisham's Three Rs Plus (<i>limit 8 teams</i>) (requires 3 to 4 representatives from a community, each registered on a separate form.) List names of others: _____	<input type="checkbox"/>	<input type="checkbox"/>
Becky Anderson's New Tools for Economic Development (<i>limit 20</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Communication Skills Steve Kay (<i>limit 10</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Executive Strategy & Problem Solving David Sawyer (<i>limit 10</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Development David Cooke (<i>limit 20</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising Beyond Grants Lee Ellen Martin (<i>limit 15</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Grantwriting Chrisy Bailey (<i>limit 30</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Tools for Marketing Your Programs Anne Durham (<i>limit 30</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Web Site Development Jan Pearce (<i>limit 10</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Digital Storytelling Carpetbag Theatre (<i>limit 10</i>)	<input type="checkbox"/>	<input type="checkbox"/>

Step 5: Suggest a topic for a caucus at the Annual Institute.

Caucuses are informal discussions that will take place after dinner on Wednesday evening. We encourage participants to convene caucuses around topics of interest. Please make a suggestion below.

Caucus suggestion: _____ Are you willing to convene this caucus?
 Yes No

Step 6: Return registration form with payment. Check one fee option:

Early registration \$450 (prior to August 14, 2009): covers Tuesday early bird sessions and dinner, all plenary sessions, concurrent tracks, network activities, materials, and meals during the Institute.

Regular registration \$475 (after August 14, 2009): covers all of the above.

Payment type (check one)

Make checks payable to
Brushy Fork Institute.

1. Check or money order enclosed in the amount of \$ _____

2. Credit card Card type: Visa Mastercard (*Discover and American Express not accepted.*)

Name on card: _____ Credit card number: _____ Exp. Date: _____

Signature: _____

Please return registration form with payment to:
Brushy Fork Institute • CPO 2164, Berea College • Berea, KY • 40404
859-985-3858 • Fax: 859-985-3903 • www.brushyfork.org

Cancellation Policy: We encourage substitution of participants rather than cancellation. If you must cancel:

- Cancellations received on or before August 28 are subject to a \$25 administrative fee.
- Registrants who cancel from August 28 through September 4 will receive a \$200 refund and a \$200 credit toward registration for the 2010 Annual Institute.
- Cancellations after September 4 are not refundable, but \$200 will be credited toward registration for the 2010 Annual Institute. Credits are not transferable.