



## REGISTRATION FORM

*Please complete a separate form for each individual registrant.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Member:     Yes     No

Workshop Title	Date of event	Workshop Fee
	<b>Total Enclosed</b>	

### How did you hear about this program(s)?

- NHCN mailing             NHCN E-mail             NHCN Website  
 NHCN's Nonprofit Notes     NHCN Training Calendar     Other (please specify)  
 From a colleague

To register for an event, please complete and return this form, including your check or money order payable to NH Center for Nonprofits, to:

**New Hampshire Center for Nonprofits**  
**24 Hammond Street**  
**Concord, NH 03301**  
**Phone: 603-225-1947    Fax: 603-228-5574**

**Please read the NHCN Registration Policy on reverse.**



## **NHCN Registration Policy**

We are happy to talk with you on the phone about a workshop and check availability but we cannot confirm registrations without full payment of the registration fee. We ask that registrants provide an email address on the registration form so that NHCN can confirm their registration and payment by e-mail. In the event that a registrant or organization does not have an e-mail address, please provide a mailing address and phone number where NHCN can contact you.

**Confirmation and Directions:** Upon receipt of the registration fee, confirmation notices, including directions, will be e-mailed prior to the scheduled event. If you do not receive a confirmation please call us at 603-225-1947 or e-mail [info@nhnonprofits.org](mailto:info@nhnonprofits.org)

### **Cancellation by NH Center for Nonprofits**

We reserve the right to cancel any event and to substitute event presenters. Should we cancel, registrants will be notified as soon as possible and will receive a full refund. Event cancellations due to inclement weather will be posted on our website, [www.nhnonprofits.org](http://www.nhnonprofits.org), or can be heard by calling NHCN at (603)225-1947. Events will be cancelled if public schools in the event location are closed because of bad road conditions. Please keep that in mind if you plan to travel a distance to the program. If schools are cancelled in your home town, but not in the location of the event, we are unable to refund your registration fee. Event cancellation announcements will be posted on the front page of the NH Center for Nonprofits website at <http://www.nhnonprofits.org/>, or can be heard by calling NHCN at (603)225-1947.

### **Cancellation by Registrant**

Registrants are responsible for the full event fee unless otherwise specified. If a registrant is unable to attend an event, sending an alternate registrant is encouraged. For the majority of NHCN programs, workshops and events, registrants must provide notice of cancellation at least three business days prior to the event unless otherwise described in the program materials in order to receive a refund. If a registrant must cancel, the registration fee, less a \$10 handling charge, will be refunded provided NHCN receives notice of the cancellation at least three business days prior to the event. Registrants who miss an event without providing notification at least three business days in advance of the event will be expected to pay for the event in full unless otherwise described in the program materials. NHCN prefers cancellation notices in writing by e-mail or faxed notice.

### **Additional Accommodations**

If you require additional accommodations or support, please contact us at (603) 225-1947 or [info@nhnonprofits.org](mailto:info@nhnonprofits.org)