**REGISTRATION FORM**

**2019 Assessment, Teaching & Learning Fall Retreat**

**March 7-8, 2019**

**Rainbow Lodge, North Bend**

**EMAIL YOUR REGISTRATION FORM BY February 22**

**TO** **jeclark@sbctc.edu**

Name:

College:

E-Mail Address:

**Registration fee & what is included**

The registration fee for this one & one-half day retreat is $115 per person. Registration includes meeting materials, one night’s lodging, and four meals - lunch & dinner on March 7, breakfast & lunch on March 8. Dependent on the number of registrations, participants may be housed in double occupancy rooms.

 \_\_\_ I will attend the entire retreat, will be staying overnight, and eating all meals

 \_\_\_ I will be attending the entire retreat, but will not stay overnight

**Payment Information**

We are not able to accept payment by credit card or payment at the retreat. Please mail a college-issued check or personal check to SBCTC, attn Jackie, PO Box 42495, Olympia WA 98504-2495.

**Dietary Accommodations**

Indicate below if you have any special dietary needs. Reasonable accommodations for persons with disabilities will be provided if requests are made at least 10 days prior to the event. Efforts will be made to accommodate late requests.

[enter your special need here]

**Cancellation Policy**

If you register for the retreat and fail to notify Jackie via email of your cancellation by **February 22, 2019**, your institution will be billed the full cost of $115 to cover our expense.

**Start/End Time**

To aid in making your travel plans, the retreat will start at 10:00am on March 7 and end with lunch on March 8. A confirmation will be emailed prior to the event.

**Link to Draft Agenda**: <http://bit.ly/2RIN01c>

**Homework**: Create a 1 to 2 page description of your assessment process using the [transparent assignment template](http://bit.ly/2JHAaNH). Purpose, Task, Criteria for Success. 