



R9HSA CONFERENCE FEES AND POLICIES

Cancellations/Registration Process

Cancellations received in writing three weeks prior to the first day of the event, will be assessed a \$50 processing fee per registrant. After that date, substitutions will be allowed but no refunds will be given (see below for substitution policy). Registration fee is due in full for no-shows. To cancel your registration, please email your request to our Accounting Personal (Alex Gaytan) at headstartr9@region9hsa.org. Cancellations due to extenuating circumstances (i.e. death, accident, serious illness) must be submitted in writing, include appropriate verification and must be received by R9HSA prior to the last day of the conference. No refunds will be granted for any reason after the conference has ended. Returned checks will be subject to a \$75 Returned Check Fee.

Registration closes five days prior to the start date of the event. After that period, all registrations will be processed on-site.

Please note: Non-advance payment of registration fees does not void the cancellation policy. All registrations not cancelled are still responsible for the full balance regardless of attendance.

Substitutions/Changes

Substitutions are permitted; however, notification must be received in writing with the subject line, "Conference Substitution." In the body of your email, send the name of the original registrant and the name of the person substituting to R9HSA at headstartr9@region9hsa.org by the registration deadline. Substitutions can also be made on-site at the conference registration desk. All changes including name updates and editing information can be done onsite. If someone is coming to replace a pre-registered attendee they will sign for the items of the pre-registered attendee and R9HSA will then make them a new badge onsite.

Please note: Each registration is for a single person and cannot be split between multiple attendees.

Payment Methods

Payment is due within 30 days of registering.

Check: To ensure timely and accurate crediting to your registration account, please include registrant name(s), or copy of the registration confirmation.

Make checks payable to:

Region 9 Head Start Association

2131 Capitol Avenue Suite 307, Sacramento CA, 95816

Invoice: Email R9HSA to request an invoice to be emailed to you. Payments must be paid within 30 days of invoice.

PayPal: PayPal allows you to pay with a credit card without having a PayPal account. With this option, the registrant will be charged a 3% processing fee.

Purchase order: Purchase orders are accepted within 30 days of registering. To pay with a purchase order, please complete the registration online and submit an email to **headstartr9@region9hsa.org** indicating that a PO has been requested. If you need documentation to submit a PO request, print the registration confirmation email which shows the registration and balance due. A copy of a valid PO must be received within 30 days of registering. **PO's are not considered payments. They must be paid no later than 45 days after received.**

Please note: The R9HSA W-9 is available at <https://www.region9hsa.org/wp-content/uploads/2021/03/w-9-2021.pdf> .

Incomplete Registration

If you do not continue through the entire registration module and submit a payment, via one of the methods listed above, your registration will be considered incomplete. If you complete your registration but do not receive a confirmation email, it is your responsibility to contact R9HSA to confirm your registration.

REGION NINE HEAD START ASSOCIATION

The Region 9 Head Start Association (R9HSA) is committed to a work and learning culture that embraces diversity, inclusion and respect as core values. These values are essential for Head Start to be a high-performing organization, where all staff and volunteers can have the opportunity to reach their full potential and maximize their contributions to children and families. R9HSA welcomes full inclusion at our events, regardless of race, color, ethnicity, national origin, age, sex (including sexual orientation, gender identity, and pregnancy), family structure, religion, or disability. Full inclusion enables Head Start to benefit from the strengths afforded by the unique ideas and contributions of every person.

Media Clause

Registration and attendance at, or participation in, R9HSA conferences, meetings, events and other activities constitutes an agreement by the registrant or attendee to give R9HSA the irrevocable right to use and distribute (both now and in the future) the registrant's or attendee's image, likeness, or voice, in pictures, recordings, videotape or film, or any part thereof, in all forms and mediums and in all manners, including composite for advertising, marketing, publication or any other lawful purposes, now known or hereafter created.