



# Leadership Training—2008

Leadership team training is REQUIRED for all leadership team members (President, Vice President, Secretary/Treasurer) and supporting leadership team members (visitor hosts, membership committee, education, event, mentor, power team, and PR/communications coordinators). There are no exceptions, even if you've previously held this position. If you cannot attend one of the following training sessions, please find another member to hold the position. It is preferred, but not required, that your leadership team members attend the same training session. There is a cost of \$30 per person to attend the training. Pre-registration and prepayment are required. Cash, check, Visa, MC, and American Express are accepted. Mail your registration form to BNI Oregon & SW Washington, 18139 NW Skyline Blvd, Portland, OR 97231, or fax to 503-621-3274. Thank you!

	Session II	Session III	Session IV	Session V	Session VI
<b>Date</b>	Wednesday, September 10	Monday, September 15	Tuesday, September 16	Tuesday, September 23	Wednesday, September 24
<b>Time</b>	9:00 am to 2:00 pm	2:00 pm to 7:00 pm	10:00 am to 3:00 pm	2:00 pm to 7:00 pm	2:00 pm to 7:00 pm
<b>Where</b>	George Fox University /Portland Center	UO Continuing Education Ctr /Baker Downtown Center	Medford Hampton Inn	Oregon Institute of Tech/ Chamber Conference Center	Bend Phoenix Inn
<b>Address</b>	12753 SW 68 <sup>th</sup> Ave, Rm 285 Portland, OR 97223	325 East 10 <sup>th</sup> Avenue & High Street, Eugene, OR 97401	1122 Morrow Road Medford, OR 97504	7726 SE Harmony Road, Milwaukie, OR 97222	300 NW Franklin Avenue, Bend, OR 97701
<b>Parking</b>	Onsite & Street	Onsite requires permit (obtain at check-in); metered street parking available	Onsite	Onsite	Onsite
<b>Cost</b>	\$30 prepaid, \$40 at door	\$30 prepaid, \$40 at door	\$30 prepaid, \$40 at door	\$30 prepaid, \$40 at door	\$30 prepaid, \$40 at door
<b>Max #</b>	Up to 85 participants	Up to 100 participants	Up to 40 participants	Up to 100 participants	Up to 60 participants
<b>Note</b>	All positions will be trained	All positions will be trained	All positions will be trained	All positions will be trained	All positions will be trained
<b>RSVP By</b>	Friday, August 29	Friday, September 5	Friday, September 5	Friday, September 12	Friday, September 12

**Print Your Name** \_\_\_\_\_

**Chapter Name** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Leadership Position** President \_\_\_\_\_ Education Coordinator \_\_\_\_\_  
 (Circle One) Vice President \_\_\_\_\_ Event Coordinator \_\_\_\_\_  
 Secretary/Treasurer \_\_\_\_\_ Mentor Coordinator \_\_\_\_\_  
 Membership Committee \_\_\_\_\_ Power Team Coordinator \_\_\_\_\_  
 Visitor Host \_\_\_\_\_ PR/Communications Coordinator \_\_\_\_\_

**Session** Circle One: II III IV V VI

**Location** \_\_\_\_\_

**Payment Method**  Cash  Check # \_\_\_\_\_  Visa  MasterCard  Amex

Credit Card Number \_\_\_\_\_

Exp Date: \_\_\_ / \_\_\_ Code: \_\_\_ Total: \$ \_\_\_\_\_

Billing Address: \_\_\_\_\_

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

**Today's Date** \_\_\_\_\_

**Signature** \_\_\_\_\_



# Leadership Training

## The Fine Print

Please read these details carefully.

- Hours:** Open Networking and Check-In begins 30 minutes prior to session start time. The training will begin and end on time.
- Location:** See registration form for street address and details.  
Please call the regional office at 503-621-3284 for more information.
- Attire:** Dress is casual, comfortable, business attire. The temperature in the training room is sometimes cool so please bring a jacket or sweater.
- Meals:** We will pause for a break, which will be held in the same training room. The director will continue with training immediately after the break. If a meal is served at your training, we will take a short break, and then continue the training while participants finish their meal. This will help us to end on time.
- Cell Phones:** In order to maintain the learning atmosphere and avoid disturbing others, the training room is a cellular-free and audio-pager-free zone. Please help us by turning these off while in the training room.
- Bring:** You will be given a training manual and other materials. Please bring a pen, notebook, and highlighter if you like to use them. Bring whatever else you want that helps make you comfortable while learning: stool for your feet, sweater, water bottle, etc.
- Cancellations:** There are no refunds for no-shows. If you cancel your place in the training by the deadline, and someone else registers to take your place, your replacement can reimburse you for your training fee. Please contact the regional office at 503-621-3284 for registration changes. Refunds will not be given.

Please be sure to arrive in enough time to be settled and ready to start the program on time. Remember: If you cannot attend the full training session, choose a different session or let your officers know so they may ask another member to fill your position. Give your officers plenty of notice; this will allow ample time to find a replacement.

This training is carefully designed to provide you with a high-quality learning experience. In addition, you will have the chance to make new business contacts and learn skills that will make a difference in your business!

See you at training!

Robin Schuckmann, Executive Director  
BNI Oregon & SW Washington  
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Email: [robin@bni.com](mailto:robin@bni.com)