



2019 HB 55 Training Registration Form

To register, complete this form and mail, fax or e-mail to:
Jody Ledesma, Member Services Representative
400 Englewood Drive, Frankfort, KY 40601
Phone: (800) 264-5226 (502) 223-7667 Fax: (502) 234-5083
e-mail: jody.ledesma@kaco.org

Please type or print clearly:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

- **REGISTRATION FEE:** \$75.00 / person. Please make checks payable to: **KACo Leadership Institute**
- You may also pay on-site or use the **E-invoice Option** (call the office to ask about this option).
- To **CANCEL** your registration and receive a refund, you must **cancel in writing via fax or e-mail** at least seven (7) business days in advance of the workshop. Otherwise, you are still responsible for the full registration fee.
- **NO-SHOWS:**
 - Attendees who prepay for workshops and DO NOT attend forfeit registration fee.
 - Attendees who R.S.V.P attendance and DO NOT show will be billed \$75.00.
- If KACo must cancel a class, those registered will be notified in advance—to the extent possible—and fees will be refunded or posted to another class.
- If you have an outstanding balance from prior years, you will not be permitted to register for class until balances are paid in full.
- **No confirmation will be sent to you.** If you would like to confirm receipt of this registration form, please call or email our office.
- **Class start time: 9:00 a.m.** All classes are scheduled in the time zone in which they are held.

Signature of City Official or Preparer:

PAYMENT OPTIONS

Payment enclosed E-Invoice

Billing Email: _____

Bill to:

City County Other: _____

Visa MasterCard Am. Express

Acct #: _____

Exp. Date: ____/____

Cardholder Name (PRINT)

Cardholder Signature

*** Please Note: All workshops start at 9:00 a.m. in the time zone in which they are held.**

Planning & Zoning (8 hrs)

- ___ April 17 — Green River ADD, Owensboro, KY
- ___ May 16 — Cave City Convention Center, Cave City, KY
- ___ June 13 — KACo Training Room, Frankfort, KY
- ___ July 9 — Murray State University Regional Campus, Paducah, KY
- ___ August 22 — The Corbin Center, Corbin, KY
- ___ September 26 — Morehead Conference Center, Morehead, KY