

2012-2013 acsa academies

School Business Academy

The ACSA School Business academy provides a 100-hour, ten weekend, comprehensive, concentrated curriculum tailored to the unique demands of business management in the education setting. The academy focuses on building the practical skills and understanding of organization principles required for today's administrators. This academy has been designed to the standards for CCTC's Professional Clear Administrative Services Credential non-university programs.

The ACSA School Business Academy is the only source of specialized training in all facets of school business operations available to new or aspiring administrators. Presentations and discussion sessions are led by seasoned professionals who use practical examples of effective business management techniques.

The academy meets on Fridays from 5:00 p.m. to 9:00 p.m. and Saturdays from 9:00 a.m. to 3:30 p.m.*

*Please note that Saturday hours for this academy may vary.

Locations & Dates:

NORTHERN CALIFORNIA - Lodi Unified School District, 1306 East Vine Street, Lodi, CA 95240

September 28-29, 2012	January 11-12, 2013
October 12-13, 2012	January 25-26, 2013
October 26-27, 2012	February 1-2, 2013
November 16-17, 2012	February 22-23, 2013
December 7-8, 2012	March 8-9, 2013

SOUTHERN CALIFORNIA - Riverside County Office of Education Conference Center, 3958 12th Street, Riverside, CA 92502

September 21-22, 2012	January 11-12, 2013
October 5-6, 2012	January 25-26, 2013
October 19-20, 2012	February 8-9, 2013
November 16-17, 2012	March 8-9, 2013
December 7-8, 2012	March 22-23, 2013

Directors:

Ann Hern & Tim Hern, Lodi
Christine Wallace, Riverside

Registration:

ACSA/CASBO* members - \$1,575
Non-members - \$3,150

*CASBO members must provide proof of membership to obtain member rate.

Enrollment is limited to the first 30 registrants at each location.

2012-2013 School Business Academy Registration

Location:

(Please check appropriate box)

- Lodi - #3573
 Riverside - #3253

Registration Fees:

- ACSA/CASBO** Members \$1,575
 Individual not eligible for membership* \$1,575
 Non Members..... \$3,150

* Not classified as management, supervisory or confidential employee; does not hold an administrative credential.

** CASBO members must provide proof of membership

I will be a Professional Clear Administrative Services Credential Candidate and require assistance from the ACSA coordinator.

Name _____

Name as you would like it to appear on Graduation Certificate. _____

Last Four Digits of Social Security # _____

Position/Title _____

District/Office Name _____

District/Office Address _____

City _____ State _____ Zip _____

Work Phone _____ Fax # _____

Cell Phone _____

Email address _____

Home address _____

City _____ State _____ Zip _____

Preferred Confirmation Address home work

Method of Payment: (check one)

Registrations received without payment cannot be processed.

Check # _____ Purchase order # _____

MasterCard/VISA card # _____ Expiration date _____

Signature _____

Bill in three installments, first payment enclosed. 2nd installment due in 30 days, and 3rd installment due in 60 days.

For more information, call ACSA's Educational Services Department at 650.692.4300 or 800.608.ACSA.

ACSA Academy scholarship information and registration materials are available at ACSA's website: www.acsa.org/academies.

Membership Special!

YES, I want to double my savings! Attached is my completed and signed membership application, please register me for my selected Academy at the member rate.

NO, I'm not interested in saving right now. But please send me more information about ACSA benefits and services.

Make checks and purchase orders payable to:

ACSA Foundation for Educational Administration

Be sure to complete this registration form, and mail or fax with payment to:

ACSA Foundation for Educational Administration

1575 Bayshore Highway
 Burlingame, CA 94010

650.692.4300 • 800.608.2272

Fax: 650.692.6858

Cancellation Policy:

ACSA is not responsible for travel expenses incurred due to cancelled programs. All cancellations MUST be in writing and postmarked a minimum of 15 days prior to the program date to be eligible for a refund. A service fee is charged for all cancellations. The following scale will be used for all cancellation requests. **Note: Each cancellation notice received is reviewed on an individual basis to determine if a refund is warranted.**

60 days prior Full refund less \$40 service fee
 30 days prior Full refund less \$50 service fee
 15 days prior 50% refund
 14 days or less No refund

Please Note:

Registration fees do not include meals.