

# THE BREAKTHROUGH COACH REGISTRATION FORM

## PROGRAM DETAILS:

**Selected Program:** How to Work Less, Produce More, & Still Get the Job Done in a Sensible School Week  
TBC's 2-Day Program for school administrators and their secretaries

**Dates:** Monday, January 28, 2019 - Tuesday, January 29, 2019  
Day 1: administrators attend on their own  
Day 2: administrators attend with their secretaries

**Time:** 8 am - 4 pm both days  
(Lunch Included)

**Location:** TBD (Salinas, CA)

### Recommended Hotels:

Courtyard by Marriott Salinas Monterey  
17225 El Rancho Way, Salinas, CA 93907  
(831) 775-0491

or

Hampton Inn & Suites Salinas  
523 Work Street, Salinas, CA 93901  
(831) 754-4700

**Cost:** \$725 for 1 Administrator and 1 Secretary,  
\$970 for 1 Administrator and 2 Secretaries

\*\* If you have a team of 2 Administrators and 1 Secretary, you must register twice, once for each Administrator. You will put in the same secretary name on each registration. The cost will be \$725 for each Administrator.

### For more information contact:

Rebecca Vicente, Sr. Admin. Secretary II  
rebecca.vicente@salinasuhd.org  
(831) 796-7052

## **STEP 1: TEAM CONFIGURATION**

1 Administrator/1 Secretary \$725

1 Administrator/2 Secretaries \$970

## **STEP 2: REGISTRANTS – ADMINISTRATOR**

First Name	Last Name
Title	Email
Work Phone	Cell Phone
Fax	

## **STEP 3: REGISTRANTS – SECRETARIES**

### **Secretary #1**

First Name	Last Name
Email	Work Phone

### **Secretary #2 (if applicable)**

First Name	Last Name
Email	Work Phone

## **STEP 4: SCHOOL DISTRICT INFORMATION**

District Name  
Department Name (if applicable)  
School Name (if applicable)

**School Address**

Address Line 1

Address Line 2

City, State, Zip

**Scheduling Contact**

Name

Phone Number

**Billing Contact**

First Name

Last Name

Email

Work Phone

**STEP 5: PAYMENT INFORMATION**

Payment Method:            Purchase Order            Check            (Credit Cards will not be accepted)

**If Paying by Purchase Order:**

A purchase order number is required at the time of registration. If you intend to use a PO to pay for your enrollment, *a valid PO with payment terms of net 30 days must be presented at the time of registration.*

Please fax your PO to 831-796-7036 or email it to [rebecca.vicente@salinasuhdsd.org](mailto:rebecca.vicente@salinasuhdsd.org). Your central office may require additional documentation to generate a PO# for this registration. For a complete course description, visit <http://www.the-breakthrough-coach.com/offerings/two-day-course>.

Purchase Order #

Check #

Amount

**If Paying by Check:**

A check number is required at the time of registration. If you intend to use a check to pay for your enrollment, *a check must be presented within 30 days of registration*. Make check payable to Salinas Union High School District. *Your registration cannot be confirmed until check has been received & processed.*

Please mail your check to:

Salinas Union High School District

Attn: Rebecca Vicente

431 W. Alisal Street

Salinas, CA 93901

Check #

Amount

**Registration Deadline:** Friday, January 11, 2019

**Number of People Event Can Accommodate:** 100

**CANCELLATION POLICY:** IF YOU CANCEL YOUR REGISTRATION, YOU WILL NOT RECEIVE A REFUND OR CREDIT.