

Expanding Your Horizons Registration Information

Teachers, Counselors & School Administrators

We can't do it without you!

Promote & Publicize

Promote and Publicize: Our primary means of advertising for this event is through you. If you do nothing else, please pass out the flyers to interested students and encourage them to go online and register early. Their parents/guardians can pay online using Google Checkout, and/or they may mail in a check. As students register, they will be date stamped. Once payment is received, the registration will be completed. Students will be placed in workshops based on their date stamp, so the earlier the registration information is received, the better. Unpaid online registrations will be cancelled on the deadline (February 8), before workshops are assigned.

Conference registration is limited to the first 300 paid registrants. Others will be placed on a waiting list.

Sponsoring a Group of Students?

1. Decide on a single conference coordinator for your school campus or church group.

Send the following to reneefsims@yahoo.com

- Name of Coordinator
- E-Mail Address of Coordinator
- Phone Number of Coordinator
- Anticipated Number of Students
- Anticipated Number of Chaperones
- Will your school/organization be paying or will participants pay individually?
- Will your school/organization be providing transportation?

2. Promote and publicize the event with your students.

3. Provide students an opportunity to complete the registration online.

-Students should be able to provide their full address, including zip code, a phone number and an e-mail address. You are welcome to use the school address, and/or a teacher's e-mail if the family does not have one.

-Students should indicate their top six workshop choices, otherwise they will be assigned workshops after others (who have made selections) have been assigned.

4. Collect the parent/guardian signed release forms. (And payment if not be paid by your organization.)

5. If payment is being made by your organization, make arrangements for a Purchase Order to be issued to: Denton County Women's Education Network, 1323 Carnation Drive, Lewisville TX 75067 Mail the Purchase Order to: Expanding Your Horizons, 2636 John Dr., Denton TX 76207. The event coordinator will be provided an invoice on the day of the conference. Invoices must be paid in the amount of the PO. (If, within the organization, students indicate they are unable to attend, you are welcome to substitute other students. Contact the event registrar with substitutions. The substituted student will be placed in workshops based on the original student registration.)

6. If you have students that require scholarships, contact Patsy Roe at 972.436.0932. You will be given a scholarship code to be indicated on the student's release form. Registrations received without indication of funding will not be accepted.

7. Contact the event registrar at reneefsims@yahoo.com to deliver the fees collected and release forms by the registration deadline.

8. The conference registrar will communicate with the coordinator regarding the registrations received from your specific site, registration fees, and release forms. Depending on the number of students in your group, arrangements may be made to deliver conference materials to the coordinator prior to the conference for distribution on the bus.

Student Supervision

Students are fully supervised during the conference by adult volunteers. Adults are not permitted to attend student workshops. Please educate any parent chaperones that accompany your group accordingly.

A special adult conference is offered during the same time as student workshops. A number of speakers will present information helpful to supporting teenage girls in their quest for higher education and careers. Adults wishing to attend this special adult conference should register online. The adult session is free.

Other adults who stay at the event will need to remain in the lobby or commons area on each floor of the MCL building.



Volunteers Needed

Every year, the demand to attend is greater than the space we have; if you are interested in helping plan next year's conference, please let the conference registrar know (reneefsims@yahoo.com.) We'll be sure to get you involved!

www.expandingyourhorizons.org - <http://denton-tx.aauw.net/eyh/>