SAMPLE MEMO FOR YOUR STAFF

Dear Administrator,

Below is a form letter you may duplicate to send to your staff for registering for the MACSA Teachers' Convention Workshops. After the forms are returned to your office, your secretary can then **type** or print the preference sheet entries from the slips of paper turned in by the teachers. Just before leaving for the Convention, you can return these slips to the teachers; this will help them remember what they wanted to attend!

DATE:
MEMO TO: Teachers and Staff attending the MACSA Convention
FROM: Administrator/Principal

In the faculty room are copies of the Convention Preview Booklet showing the schedule highlights and all the workshops being offered. It can also be accessed at **macsaonline.org** – click "Professional Development " then "Annual Convention."

Please register promptly, using the form below. Indicate the workshop number (107, 202, etc.) in each time slot you attend. Select only one workshop per time slot. DO NOT USE CHECK MARKS OR Xs; the workshop number is needed. Meeting room assignments and handouts are based on registration. Please attend the workshops for which you register.

IMPORTANT INFORMATION:

The Life and Character of David – 1 or 3 CEU
All six sessions (four on Thursday, two on Friday) must be attended to receive 1 CEU credit.
Additional coursework will be available to obtain 3 CEUs.
Fee: $10.00 - payable to Lancaster Bible College will be collected at the first session.

Differentiated Instruction – 1 CEU
All six sessions (four on Thursday, two on Friday) must be attended to receive 1 CEU credit.
Fee: $10.00 - payable to Lancaster Bible College will be collected at the first session.

Philosophy of Christian Education - necessary for certification with ACSI
All four sessions must be attended in order to receive credit.
Fee: $10.00 – payable to MACSA will be collected at the first session.

Curriculum Theory, Design and Assessment - See Philadelphia Biblical University registration form
1 CEU - All six sessions (four on Thursday, two on Friday) must be attended in order to receive 1 CEU credit.
Fee: $10.00 - payable to Philadelphia Biblical University will be collected at the first session.
2 CEUs - Ten sessions (four on Wednesday and Thursday, two on Friday) must be attended plus a 2-hour project
Fee: $20.00 will be collected at the first session. You must register with PBU for Wednesday classes.
For more information, contact Katerina Penkova at 215-702-4244 or kpenkova@pbu.edu.
Graduate Course - All sessions must be attended in order to receive credit.
You must register with Philadelphia Biblical University on the enclosed form.

Please note that the keynote and workshop times are different on Thursday and Friday. All the workshop sessions will be held in the meeting rooms at the Lancaster Host. Thursday's Dinner Entree will be Boneless Breast of Chicken.

RETURN THIS FORM TO THE SCHOOL OFFICE NO LATER THAN (Date ……..)

Name _____

Thursday Workshops					**Friday Workshops**			
10:45	11:50	1:00	2:05	3:10	10:00	11:10	12:20	1:30
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