

# STEPS

Fall Conference for Community Foundations • Marriott Marquis • San Francisco • September 19-21, 2011

## REGISTRATION FORM

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### HERE'S HOW TO REGISTER

1. Type in the requested information directly on this form, and click the appropriate circles to indicate your choices of registration fees, optional events, and payment method.
2. If you are paying by credit card, print the completed form and send it to our secure fax line: 866-914-8107.
3. If you are paying by check or by credit card, print the completed form and mail it with your payment to Council on Foundations, Box 75674, Baltimore, Md. 21275-5674.

We will confirm your registration via e-mail within 10 days of receipt, so please be sure to include your e-mail address.

### TO MAKE HOTEL RESERVATIONS

The conference hotel is the **San Francisco Marriott Marquis**, 55 Fourth Street, San Francisco 94103. Room rates are \$239 for single or double occupancy, plus tax. To reserve a room, call 800-266-9432 and say you are attending the Council on Foundations 2011 Fall Conference for Community Foundations.

FULL NAME \_\_\_\_\_ FIRST NAME/NICKNAME (FOR BADGE) \_\_\_\_\_

TITLE \_\_\_\_\_ FOUNDATION/ORGANIZATION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

PRIMARY PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ FAX\* \_\_\_\_\_

E-MAIL \_\_\_\_\_ ORGANIZATION URL\* \_\_\_\_\_ BLOG URL\* \_\_\_\_\_

FACEBOOK URL\* \_\_\_\_\_ TWITTER TAG\* \_\_\_\_\_ LINKED-IN URL\* \_\_\_\_\_

\*THIS INFORMATION IS OPTIONAL.

**GUEST INFORMATION** (IF REGISTERING) \_\_\_\_\_  
FULL NAME \_\_\_\_\_ FIRST NAME/NICKNAME \_\_\_\_\_

### ABOUT YOUR ORGANIZATION (Please select at least one. Check all that apply.)

- |  |  |  |
|--|--|--|
| <input type="radio"/> CEO/Executive Director/President   | <input type="radio"/> Financial/Administrative Staff                 | <input type="radio"/> Communications/Marketing Staff   |
| <input type="radio"/> Community Foundation Donor Adviser | <input type="radio"/> Program/Grantmaking/Community Leadership Staff | <input type="radio"/> Human Resources Staff            |
| <input type="radio"/> Trustee/Board Member               | <input type="radio"/> Technology Staff                               | <input type="radio"/> Development/Donor Services Staff |

#### Are you a...

- Next Generation Member       First-Time Attendee

#### I am interested in... (choose only one)

- Education       Environment       Arts and Culture  
 Economic Development       Housing       Health and Human Services       Other \_\_\_\_\_

#### For nonmembers only...

Type of organization (community or family foundation, regional association, etc.) \_\_\_\_\_

Year organization was established \_\_\_\_\_ Organization's approximate assets \$ \_\_\_\_\_

Organization's approximate annual grant level \$ \_\_\_\_\_

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REGISTRATION FEES	Before August 5	On or After August 5
Full Conference—Member	<input type="radio"/> \$750	<input type="radio"/> \$900
Full Conference—Nonmember	<input type="radio"/> \$1,050	<input type="radio"/> \$1,200
Discount for Multiple Registrants (Members Only—Three people from a member organization pay full conference fee; additional registrants eligible for discount.)	<input type="radio"/> \$650	N/A
Guest Registration	<input type="radio"/> \$495	<input type="radio"/> \$570
International—Member	<input type="radio"/> \$500	<input type="radio"/> \$500
International—Nonmember	<input type="radio"/> \$750	<input type="radio"/> \$750
Student Registration	<input type="radio"/> \$495	<input type="radio"/> \$570

SINGLE-DAY RATES	Member	Nonmember
Monday	<input type="radio"/> \$365	<input type="radio"/> \$515
Tuesday	<input type="radio"/> \$340	<input type="radio"/> \$490
Wednesday	<input type="radio"/> \$340	<input type="radio"/> \$490

OPTIONAL EVENTS	Member	Nonmember
Advanced Legal Seminar (Sunday)	<input type="radio"/> \$59	<input type="radio"/> \$109
Best Practices for New Community Foundations (Monday)	<input type="radio"/> \$350	<input type="radio"/> \$450
Resource Development for Community Foundations (Saturday – Sunday)	<input type="radio"/> \$595	<input type="radio"/> \$795
Financial Administration for Community Foundations (Saturday – Sunday)	<input type="radio"/> \$595	<input type="radio"/> \$795
Fundamentals for Community Foundations (Saturday – Sunday)	<input type="radio"/> \$595	<input type="radio"/> \$795
CEO-Trustee Workshop (Sunday)	<input type="radio"/> \$99	<input type="radio"/> \$199
The L3C: New Opportunities for Community Foundations. (Sunday)	<input type="radio"/> \$59	<input type="radio"/> \$109
CEO Retreat (Saturday – Sunday) (Must be a CEO and a Council Member)	<input type="radio"/> \$300	N/A
Community Foundation Basics (Monday) (Must be a trustee and Council member)	<input type="radio"/> FREE	N/A
Monday Night at the Movies	<input type="radio"/> FREE	<input type="radio"/> FREE

SUNDAY OFF-SITE SESSIONS	
Rural Philanthropy: Embracing the Challenges and Opportunities (10 a.m.-4 p.m.)	<input type="radio"/> \$35
How Climate Change Happens in Marin (and Beyond) (10 a.m.-5 p.m.)	<input type="radio"/> \$35

FULL NAME \_\_\_\_\_

### CONFERENCE RECORDINGS ON DVD

**Includes all available speaker handouts, audio files, and plenary videos.**

Advance order (On-site order will cost \$149)	<input type="radio"/> \$129
Non-conference attendee	<input type="radio"/> \$299

### PAYMENT

TOTAL FEES \$ \_\_\_\_\_

**Registrations will not be processed without payment.**

- Check enclosed (payable to the Council on Foundations, U.S. funds only)
- American Express     Visa     MasterCard

Name on Card \_\_\_\_\_

Card No. \_\_\_\_\_

Exp. Date \_\_\_\_\_

Security Code \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

- I authorize the Council on Foundations to charge my credit card for the conference fees as indicated above. If I have miscalculated the conference fees, I authorize the Council to make the necessary adjustments and to charge my card accordingly.

### CANCELLATIONS

All cancellations must be submitted in writing by August 5. No refunds will be issued for requests received after that date. Fax your cancellation to 703-879-0800 or 703-879-0802, or send an e-mail to confreg@cof.org. Cancellation fees are as follows:

- Through August 5—full refund minus \$150 administrative fee.
- After August 5—no refund available.

### SPECIAL NEEDS

Please list any accessibility requirements needing the Council's attention: \_\_\_\_\_

Do you have a special dietary need?

- Vegetarian     Kosher     Diabetic     Nondairy

- I do not wish to receive information from grantmaker service organizations (e.g., regional associations).

- I do not wish to receive information from exhibitors and sponsors.

- I do not want the Council to publish my name, title, and organization in the conference registrant list or post this information on its website.