

**NAEOP CONFERENCE LAY-A-WAY PROGRAM**

Completion of this form indicates a desire to participate in the NAEOP Conference Lay-A-Way Program. Deposits made will be for payment of conference registration (conference registration, meals, institute and briefing fees). NAEOP will deposit these funds, in the name of the member, which will be automatically applied to the member's conference registration expenses for the Annual Conference once it has been received.

Deposits will be accepted by check or money order, no cash or credit cards. No payments will be processed 30 days prior to conference. If balance owed is not paid by that time, the after deadline fee will apply. An invoice will be emailed to you (if possible) eight weeks prior to conference.

Minimum Deposit/Payment: \$50.00

NAEOP will provide this service at no cost; however, refunds will incur a \$25 administrative fee. Returned checks will have a \$25 charge applied. If a second returned check occurs only money orders will be accepted for future payments or the monies in the name of the member will be returned less the \$25 administrative fees. Membership in the National Association of Educational Office Professionals is required for participation in the program. If you are not a member, please send a NAEOP membership application and payment along with the Conference Lay-A-Way Form.

**NAEOP CONFERENCE LAY-A-WAY  
FORM 2018 Annual Conference  
Bloomington, MN**

Membership Number: \_\_\_\_\_ Amount Enclosed: \_\_\_\_\_

Member's Name: \_\_\_\_\_

Member's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

By signing below you agree to the terms of the NAEOP Conference Lay-A-Way Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Make check or money order payable to NAEOP and mail with form to:

**NAEOP**

**Attn: Conference Lay-A-Way Program**

**1841 S. Eisenhower Court**

**Wichita, KS 67209**