

# STUDENT REGISTRATION: GOVERNMENT REPORT WRITING

**Date:** November 17, 2008  
Monday

**Time:** 8:30 a.m. – 12:00 noon

**Location:** ODOT HRC (Human Resource Center)  
 Suite C  
 2775 19<sup>th</sup> St. SE (McGilchrist)  
 Salem, OR

**Instructor:** Sandi Kalin

**Training Cost:**

**\$75.00 Per Person**

**Maximum Seating: 30**

Plan to Attend If	Participants in this workshop should be able to:
<ul style="list-style-type: none"> <li>You need to assist with reporting for your agency programs, projects, or divisions</li> <li>You need to create reader friendly documents for managers, legislators, and the public</li> <li>You want to learn more about approved styles &amp; methods</li> <li>You are required to convert data driven reports into plain language</li> </ul>	<ul style="list-style-type: none"> <li>Identify different types of reports used in government today</li> <li>Select an appropriate report format for the audience</li> <li>Apply ADA appropriate fonts and formats</li> <li>Use supporting data and reference materials properly</li> </ul>

**REGISTRATION INFORMATION**

First Name	Middle Initial	Last Name
Agency Name		Division Name
Agency Address		
Agency City	Agency State	Agency Zip/Postal Code
Work Phone Number	Work Fax Number	Work Email Address
Agency Director's Name:		Direct Supervisor's Name:
Accounts Payable Contact:		Payables Phone Number:

**PAYMENT METHOD**

Agency # _____  <input type="checkbox"/> Check #: _____  Payable to: DAS Purchasing Training Unit	<input type="checkbox"/> Visa/MC Card # _____ - _____ - _____ - _____ Expires: _____ - _____ Name on Card: _____	<input type="checkbox"/> Electronic Transfer BT# _____  PCA #80142 AOBJ# 1010 T-Code 722/723 Project Phase # 801160 23
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If you have a disability and require assistance to participate effectively in this course, please call (503) 378-3976 for information. Please contact us at least one week prior to the beginning of training so that accommodations can be made.

Return Completed Registration form with payment to:  
 DAS State Procurement Training Unit, 1225 Ferry Street SE, U140 Salem OR 97301  
 or FAX (503) 373-1626 (Attention: Kelly Stevens-Malnar)