

# STUDENT REGISTRATION: GOVERNMENT REPORT WRITING

Date: ~~Thursday, February 11, 2010~~  
 Changed to **March 24, 2010**  
 Time: **1:00 p.m. – 4:30 p.m.**  
 Location: ODOT Human Resource Center  
 2775 19<sup>th</sup> Street (Off McGilchrist)  
 Salem OR 97302  
 Suite C  
 Instructor: Sandi Kalin

**Training Cost:**  
**3.5 Points**  
**\$75.00 Per Person**

**Seating limited to 25 persons**

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"/> Visa/MC Card # _____ - _____ - _____ Expires: _____ - _____ Name on Card: _____	<input type="checkbox"/> Please Invoice Me.  PCA #80142 AOBJ# 1010 T-Code 722/723 Project Phase # 801160 28
<input type="checkbox"/> Check #: _____  Payable to: DAS Purchasing Training Unit		

If you have a disability and require assistance to participate effectively in this course, please call (503) 378-4663 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, Salem OR 97301  
 or FAX (503) 373-1626