



Suffolk Region PTA®
Karen Steigert
Registrar
registration@suffolkpta.org
2021 -2022

Some things to remember for Registration:

- 1-Please write legibly so I can properly record the names that are on the registration forms.
- 2-There **MUST** be 2 signatures on every PTA check as well as the PTA unit code~05-
- 3-When I have received your registration, an email confirmation will be sent to the email address on the registration form. It is very important that the email address is legible and complete.
- 4-If the contact person does not receive a confirmation email, please contact Karen Steigert at 631-789-0858 or email at registration@suffolkpta.org

All of the dates for Suffolk Region PTA events for the year 2021/2022 year can be found on our website at suffolkpta.org. Please let your members/units know the events and dates ahead of time so they can decide if they are going to attend. Some of our events cannot accommodate walk-in's.

**** PLEASE BE AWARE THAT SOME EVENTS MAY BE "VIRTUAL". IN THE EVENT THAT THERE IS A "VIRTUAL" EVENT, YOU MUST REGISTER AT LEAST 2 DAYS BEFORE THE EVENT.**

ALL OF THE INFORMATON, SUCH AS THE ZOOM LINKS AND MATERIALS FOR THE WORKSHOPS/EVENT WILL BE SENT OUT VIA EMAIL FROM REGISTRATION@SUFFOLKPTA.ORG THE DAY BEFORE THE EVENT.

**** PLEASE BE AWARE THAT, FOR THE EVENTS WHERE YOU CAN REGISTER ON SITE- THERE MAY NOT BE ENOUGH MATERIALS AVAILABLE SO IT'S BEST TO PRE-REGISTER FOR THESE EVENTS****

PLEASE ADHERE TO THE "DUE BY" DATE. THIS ENSURES THAT MEMBERS AND UNITS ARE REGISTERED IN A TIMELY MANNER. THERE ARE NO REFUNDS AFTER THE "DUE BY" DATE UNLESS AN EVENT IS CANCELLED.