



Suffolk Region PTA®  
Karen Steigert  
Registrar  
[registration@suffolkpta.org](mailto:registration@suffolkpta.org)

Some things to remember for Registration:

1-Please write legibly so I can properly record the names that are on the registration forms if you are sending registrations to me directly and not on MemberHub.

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](mailto:registration@suffolkpta.org)

All of the following dates for Suffolk Region PTA events for the year 2022/2023 year can be found on our website at [suffolkpta.org](http://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 MAYBE "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 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.**