

## 2024 Personnel Fundamentals

Have you been in your personnel position for less than two years? TASBO Personnel Fundamentals has just what you need. Address the core skills that effectively guide coordinators, directors, or supervisors in a specific school business capacity. Explore terminology, best practices, reporting, deadlines, rules, and legal requirements. Connect with colleagues around the state and leave with the day-to-day knowledge you need to be successful in a Texas school district. **CEU 6/CPE 7**

**Tuesday, January 23, 8:45 AM - 4:45 PM**  
**Embassy Suites by Hilton Dallas-Frisco Hotel & Convention Center**  
**7600 John Q. Hammons Drive | Frisco, TX 75034**

**FEE:** \$235 Member | \$285 Non-Member  
**PREREQUISITE:** None

**LUNCH:** Provided by TASBO  
**CEU/CPE Hours:** 6/7

**BOOK YOUR HOTEL:** [Click here to book your sleeping room online](#) at the TASBO rate of \$175. Block closes January 5 or when sold out Discounted self-parking in garage for \$8.

**CONDITIONS:** Satisfactory meeting room temperatures are difficult to maintain. Always bring a sweater or jacket to ensure comfort. Business casual attire is acceptable.

**ABOUT TASBO EVENTS:** Seating is limited, so register early. If you (or someone attending with you) need ADA assistance to participate, please call us at 512-628-1282.

**CANCELLATION POLICY:** Cancellations are only accepted **in writing**. Cancellations received seven (7) working days before the event are cancelled in full, those received one (1) to six (6) working days before the event are cancelled at 50 percent, and cancellations are not accepted the day of or after the event. If you do not cancel and/or do not attend, you are still responsible for payment. If TASBO cancels an event, you will be refunded in full.

**Register online at [TASBO.org](https://tasbo.org) or return completed form by:**

**Mail:** 5920 W. William Cannon, Building  
1 Suite 200; Austin, TX 78749

**Fax:** 512.462.1782

**Email:** [register@tasbo.org](mailto:register@tasbo.org)  
(**DO NOT** email Credit Card info)

Please **PRINT** clearly.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

District/Employer (*do not abbreviate*): \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Method:**     PO \_\_\_\_\_     Check Enclosed     Credit Card

Cardholder Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Card Number: \_\_\_\_\_ EXP (MM/YY): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_