



Component Resources Program Assistance Request Form

Return this completed form to Michelle Miller at MLR@PADENTAL.ORG or fax at (717) 232-7169.

Volunteer Point Person Information:

Name: _____

Address: _____

City/State/Zip: _____

Phone: (_____) _____

Email: _____

District/Local Society: _____

Brief event description/purpose (social or CE?):

Billing Information:

Check here if same
_____ as mailing information

Name: _____

Address: _____

City/State/Zip: _____

Preferred Shipping Method – applies to name badge and certificate shipment only. \$5 standard USPS fee, at cost for heavier mailings; UPS and FedEx at cost.

_____ United States Postal Service (default)

_____ UPS _____ FedEx

Please attach the tentative schedule and details for your event (i.e. time, location information, speaker bio if applicable, sponsors). Your request will not be processed unless this information is received.

Volunteer Point Person (VPP) Agreement

The volunteer point person (VPP) must be designated and is solely responsible for decisions related to the event promotion and PDA's assistance. This request cannot be processed without a designated VPP.

Are you the volunteer point person for this event? Yes No

Must be signed by the VPP

I agree to be the volunteer point person for this project. I agree to be the sole volunteer that assists PDA staff with reviewing and approving email text, identifying the email timeline and any other decisions regarding the event promotion. I understand that PDA will provide a price quote for approval and that *prices may vary per project*.

Signed: _____ Date: _____

Target Audience

Choose the group(s) of people you wish to receive promotional information about your event.

 PDA Members (select member type below)

 Non-members

 All members Actively practicing

 New Dentists (10 years or less out of dental school or residency)

 Retired/Retired Life/Permanently Disabled

Other specifications:

 New Dentists (10 years or less out of dental school or residency)

 Women only District/Local leaders only

Other: _____

Assistance Options and Pricing

Select the option(s) you would like to purchase. **Options A, B and C include all services listed.** Pricing is listed with each service.

Option A

Email promotion. Option A can be chosen alone, with Option B and/or with any services listed under Option D.

- Save the Date – **\$0.04 per email**
- Invitation 1 – **\$0.04 per email**
- Invitation 2 – **\$0.04 per email**
- Invitation 3 – **\$0.04 per email**

Note: Those who register for the event will not be removed from subsequent email invitations **unless** you also purchase **Option B** where PDA handles online registration.

Option B

Option B indicates you would like PDA to handle online registration for the event.

- Set-up fee for online registration and maintenance – **\$25**
- Online registration fee – **10 percent of credit cards processed.** *If your event is complimentary, you will not be charged this fee.*
- Reminder to attend – **\$0.04 per email**
- Excel roster of registrants – included in cost of online registration set-up.
- Name badges, **1-50 – \$25 plus shipping cost**
- Thanks for attending – **\$0.04 per email**

Option C

Option C is only available as an add-on to Option B.

- Post-event attendee survey – **\$25**
Includes survey design and set-up, sharing draft with volunteer point person (VPP) and sharing final survey results. Survey will be included in the **Thanks for attending** email.

Note: This option requires the VPP to share the final attendance list with PDA staff after the event to account for walk-ins and no-shows.

Option D *available for CE courses only; speaker must be an ADA or PDA member.

*Option D is customizable – select individual services that **match your registration method** (PDA online registration or district/local society handles registration). Pricing is listed with each service.*

PDA Online Registration

Option B is required to select any of these services.

- Attendance form.** Custom sign-in sheet to be used during on-site registration. Attendance form will be sent via email to the volunteer point person. – **\$10**
- Speaker evaluation form.** Custom speaker evaluation form that can be used to assess the success of the program. The form will be sent via email to the VPP. – **\$10**
- Customized CE certificates.** Printed CE certificates with attendees' names will be mailed to the VPP, who is responsible for signing and distributing the certificates at the conclusion of the course. **1-50 – \$25 plus shipping cost**
- CE certificate template.** Use this template to send certificates to any last-minute registrants or walk-ins. Template will be emailed to VPP in Word document format. VPP is responsible for customizing certificates with names and distributing the forms **after the course.** – **\$25**

- Check here if you would like your CE course to qualify for CERP.** PDA will provide you with the list of guidelines for CERP approval.

District/Local Society Handles Registration

- Registration form.** Hardcopy registration form, sent via email in PDF/Word format. *The volunteer point person (VPP) is responsible for printing and mailing the registration form.* **All event details must be provided, including:** program name and description, goals of program, speaker bio, date & location, CE credits received, and pricing and payment information. – **\$25**
- Electronic mailing list or mailing labels.** Select this option if you plan to mail the registration form. **Must complete standard PDA LIST AND LABEL REQUEST FORM in addition to this form.** List and Label Request Form will be emailed to the VPP.
 - **\$30 per district**
 - **\$15 per local**
 - **Plus shipping cost if ordering mailing labels**
- Attendance form.** Custom sign-in sheet to be used during on-site registration. Attendance form will be sent via email to the VPP. – **\$10**
- Speaker evaluation form.** Custom speaker evaluation form that can be used to assess the success of the program. The form will be sent via email to the VPP. – **\$10**
- CE certificate template.** Template will be emailed to VPP in Word document format. VPP is responsible for customizing certificates with attendees' names, printing and distributing forms at the course. – **\$25**



Please check your requested information for accuracy. Requests will be reviewed within five business days of receipt, at which time a price quote will be shared with the VPP. Prices may vary per project request. PDA will invoice the district/local society within 10 business days upon conclusion of the event.