



# Component Resources Program Assistance Request Form

Return this completed form to Andrea Hoover at ach@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.

_____ <b>PDA Members</b> (select member type below)	_____ <b>Non-members</b>
_____ All members _____ Actively practicing	_____ New Dentists (10 years or less out of dental school or residency)
_____ Retired/Retired Life/Permanently Disabled	
_____ New Dentists (10 years or less out of dental school or residency)	

**Other specifications:**

\_\_\_\_\_ 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.