

**SWAN/IL 2019 Spring Quarterly Meeting**

***Waiting Child* CD Registration Form**

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| **Agency:** |  |
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| **County or SWAN Affiliate Worker:** |  |
|  |  |  |
| **Phone Number:** |  | **Email Address:** |  |

**🞽Note: Featured children MUST be registered with PAE on active status.**

 **Please indicate materials being provided for each child.**

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| --- | --- | --- | --- | --- |
| **Child’s Name/Alias** |  **PAE ID#** | **Flyer****✓** | **PowerPoint****✓** | **Video****✓** |
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**Please see page 2 for information on how to create and submit your materials.**

Please email CD registration forms to Bobbi Whary at bwhary@diakon-swan.org or mail them to Bobbi Whary, Diakon/FDR, P.O. Box 4469, Harrisburg, PA 17111-0469.

**Have questions?** Call Bobbi at 717-558-1223.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Materials must be received no later than**

**Close of Business – Wednesday, March 6, 2019**

**Information received after this date will not be included.**

**Flyers and PowerPoint presentations will be compiled onto a
*Waiting Child* CD and distributed at each of the quarterly meetings.
You may pick up copies of the CD at the SWAN display.**

***Waiting Child* CD Instructions**

* All submissions ***must*** be saved in the most recent Microsoft Office format.
* Agencies are responsible for creating and editing their flyers, which must be on **one page** and **single-sided ONLY**.
* All flyers must include **child’s complete** ***PAE ID number***; child’s name or pseudonym; agency name and address; and caseworker’s name, email and phone number.
* All flyers must be **finished/completed** and attachedto an emailasa **.docx or .pub** file sent to bwhary@diakon-swan.org.
* All PowerPoint presentations must be **finished/completed** attachedto an emailasa **.pptx** filesent to bwhary@diakon-swan.org.

If you are unable to email your materials, please save them on a CD or thumb drive and mail it to:

**Bobbi Whary**

**Diakon/FDR**

**P.O. Box 4469**

**Harrisburg, PA 17111-0469**