



PURCHASE ORDER REQUEST FORM

SWCOLT/CCFLT 2026

February 19-21 – Denver Omni Interlocken – Broomfield, CO

SWCOLT W-9:

88-0206581



Conference schedule and complete conference information available online at [SWCOLT 2026](https://www.swcolt.org).

Do not mail or email this form. You must register via our [online registration form](https://www.swcolt.org).

Credit card	Register and make payment by clicking here: Registration with Credit Card .
Purchase Order	Register and upload PDF of PO by clicking this link: Registration with Purchase Order . School POs will be invoiced and payment by check or credit card will be made to SWCOLT.
Check	Mail to Jocelyn Raught, Executive Director – 14675 N. 90 th Lane, Peoria, AZ 85381

Use this form ONLY if your school requires a registration form to request a Purchase Order. Once you have a Purchase Order, you may register via the online registration form and upload your PO there.

Attendee's Full Name: _____ Check here if first time attendee: _____
Home Address: _____ City: _____
State: _____ Zip Code: _____ Country: _____ Cell: (____) _____
Preferred email: * _____ School Affiliation: _____
Assignment: (Circle) Teacher/Professor Administrator Department Chair Student Other
Language/s Taught: _____
Level/s Taught (Circle): Elementary Middle Secondary Post-secondary
School Accounts Payable Contact (Full Name): _____ Phone #: _____
Email of School Accounts Payable Contact person: _____
School address: _____ City: _____
State: _____ Zip Code: _____ Country: _____

REGISTRATION FEES

(all rates include Member Reception at conference/SWCOLT 2026 Membership/all sessions/25-26 SWCOLT Webinars)

SWCOLT Super Saver (through Sept. 30, 2025)	☐ \$199
Early Bird Rate (Oct. 1-Nov. 30, 2025)	☐ \$255
NOTE: Presenter & Co-presenter registration deadline: Nov. 1, 2025	
Regular Registration (Dec. 1, 2025 to Feb. 9, 2026)	☐ \$300
Late Registration (opens Feb. 10, 2026)	☐ \$325
Full Time Student Registration (15 student registrations available)	☐ \$125

ADDITIONAL OPTIONS:

Saturday Luncheon Ticket	☐ \$35
ONE Half-Day Pre-conference Workshop	☐ \$60
TWO Half-Day Pre-conference Workshops	☐ \$100
THREE Half-Day Pre-conference Workshops	☐ \$140

➤ **NO REFUNDS after February 1, 2026. See detailed cancellation policy at www.swcolt.org.**

Payment:

1. Check the box next to the appropriate conference registration fee (above). Enter the amount here:
2. If you selected any Thursday Pre-conference workshops, enter fee/s here:
3. If you selected a Saturday Luncheon ticket, enter fee here:

FEE CALCULATION

ENTER TOTAL HERE:

***Email:** All communications regarding registration will be by email. A valid email address *for the person actually attending the conference* is required.

NOTE: In registering, you give SWCOLT permission to use images of you taken during the conference.