



1728 Rolling Hills Circle  
Charleston, WV 25314



October 2, 2022

Dear Fellow Assistant Principal,

I hope this finds you and your school community having a wonderful school year! If you are like me, I remain excited to once again see individual's faces and witness teachers and students interacting, exploring and learning together inside our schools.

**Our WVASSP-Assistant Principals Conference is scheduled for February 26-28, 2023! Please mark your calendars, register now, and plan on spending quality time with colleagues (See attachments). DEADLINE TO REGISTER IS: Jan 27, 2023.** Join me, and our other assistant principals from around the state that can speak our professional language and can truly understand and relate to how hard we work every day for the success of students. If you have questions-call me 304-415-7179 or email me at [acruikshank@mail.kana.k12.wv.us](mailto:acruikshank@mail.kana.k12.wv.us) .

While you do not have to join the organization to attend our conference, I would like to share some key points to our membership. Belonging to WVASSP/NASSP unites administrators across state as well as the nation. As a member, you are provided \$2,000,000.00 of malpractice (Negligence: Intentional or Unintentional) insurance through the NASSP. This particular insurance could become necessary when and if you are ever named in a lawsuit owing to an action wherein "You knew, or reasonably should have known" it could harm a student. County school boards do carry insurance covering your professional performance. However, it does not cover negligence (intentional or unintentional)—NASSP/WVASSP does. In addition to the NASSP liability insurance coverage, you will receive the quarterly copy of the organization's magazine with quality articles, and sound pedagogical practices that are currently being implemented and are finding success across our nation.

Enclosed you will find the following conference package forms with fees:

- NASSP/WVASSP Membership and Conference Bundle Form
- Conference Fee Form
- Conference Extra Meal(s) for Guest Form
- Hotel Reservations Form

Please begin working with your building principal and financial secretary to make your arrangements. To guarantee your room and rates, please reserve your room by calling Stonewall Resort and requesting a room for the WVASSP Conference. You will need to hold the room with your credit card. You may have your school send payment and tax-exempt form prior to your arrival and is preferred as it streamlines your check-in process. All other payments will go to Mrs. Jacquie Switzer, WVASSP Secretary/Treasurer.

Best Regards,

Angela S. Cruikshank,  
2022-2023 WVASSP  
Assistant Principal of the Year

Enclosures



**2022-2023 ADMINISTRATIVE CONFERENCE REGISTRATION\***  
**WVASSP/NASSP**

NASSP and WVASSP unified Conference	
Select one:	
___ Individual Conference	\$ 650.00
___ "First Time" Individual Special	\$ 615.00
Amount Due	\$ _____

Method of Payment	
By check/ School PO	
Make payable to:	
WVASSP	
Attn:Jacquie Switzer	
1728 Rolling Hills Circle	
Charleston, WV 25314	
Full payment	<b>Due Nov. 1, 2022*</b>
Two payments	<b>Due Nov. 1, 2022*</b>
	<b>Due Dec. 1, 2022*</b>
*dates adjusted for 2022-2023	

Member Information (Please Complete)

Name \_\_\_\_\_ Position \_\_\_\_\_

School Name \_\_\_\_\_ Grade Level \_\_\_\_\_

School Address \_\_\_\_\_

School Phone \_\_\_\_\_ School Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Please choose an edition of *Principal Leadership* \_\_\_\_\_ Middle \_\_\_\_\_ High School

Preference for mail \_\_\_\_\_ Home \_\_\_\_\_ School \_\_\_\_\_

• Conference Registration fee includes annual dues to NASSP/WVASSP

**DO NOT SEND PAYMENTS TO NASSP**—Send all payments to:

WVASSP ATTN: Jacquie Switzer

1728 Rolling Hills Circle , Charleston, WV 25314



# WVASSP Conference Registration

## February 26-28, 2023

Deadline: January 27, 2023

Assistant Principal Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Personal phone number: \_\_\_\_\_


School address: \_\_\_\_\_

School phone number: \_\_\_\_\_

### WVASSP Membership, Conference Fee(s):


  
  
  
  

Conf. Fee-Member (membership pd) \$200 add amount  \_\_\_\_\_

Conf. Fee-Non-Member(no membership) \$250 add amount  \_\_\_\_\_

Pre-Paid with WVASSP/NASSP Conference Pkg (see form) \_\_\_\_\_ no addt'l fees \_\_\_\_\_

Pay membership and Conf Pkg as existing member \$650  \_\_\_\_\_

Pay Membership Conf Pkg as a 1<sup>st</sup> Time Member \$615  \_\_\_\_\_

### Attendee Meals \*

I will be attending alone (my meals will include Sun. night reception, Breakfast, Lunch and Banquet Dinner on Monday, and Breakfast only Tuesday) \_\_\_\_\_ no addt'l fee \_\_\_\_\_

Check or Money Order # \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

Total Amount Paid: \_\_\_\_\_

Make school or personal check or money order payable to:

WVASSP  
ATTN: Jacquie Switzer  
1728 Rolling Hills Circle  
Charleston, WV 25314



# WVASSP Conference Guest Meal(s) Registration

February 26-28, 2023

## SPOUSAL/GUEST MEAL(S) REGISTRATION FEES

Deadline: January 27, 2023

Assistant Principal Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Personal phone number: \_\_\_\_\_

School address: \_\_\_\_\_

School phone number: \_\_\_\_\_

Spouse/Guest Name (if any) \_\_\_\_\_

I will be attending with a spouse/guest and I would like to pay for their meals to dine with me throughout the entire conference \_\_\_\_\_ 107.00\_\_\_\_\_

I will have a spouse/guest. He/she will only join me for the Banquet meal \_\_\_\_\_ 50.00\_\_\_\_\_

Total Amount Due: \_\_\_\_\_

Total Amount Paid: \_\_\_\_\_

Check or Money Order # \_\_\_\_\_

Make check or money order payable to:

WVASSP  
ATTN: Jacquie Switzer  
1728 Rolling Hills Circle  
Charleston, WV 25314

\*\*Schools cannot pay for spouse/guest meals.  
Please send your personal payment for your guest with your conference registration.



# WVASSP Conference Hotel Reservation February 26-28, 2023

## HOTEL RESERVATION

Deadline: January 27, 2023\*\*\*

Call Stonewall Resort today to reserve your room (held on personal credit card)

**Stonewall Resort Reservations 304-269-8826**

Hotel Accommodations\*:

<input type="checkbox"/>	Hotel Stay (Make your reservations /Use School Tax Exempt doc)	
	\$140 per night X 2 nights	_____ 270.00 _____
	\$15 resort fee per night (required) X 2 nights	_____ 30.00 _____
	\$ 2 parking fee per night (required) X 2 nights	_____ 4.00 _____

<input type="checkbox"/>	I will be attending conference, but will be commuting	
	\$80 per day Hotel Attendee Fee (X2 \$160) add amount	_____
	(no additional fees for day attendees)	

Total Amount Due: \_\_\_\_\_

My confirmation # \_\_\_\_\_ Total Amount Pd\*\*:

\* Avoid personal payment of state and hotel taxes-provide a copy of your school’s tax exempt form with school payment

\*\* Please mail personal/school payment with the tax exempt form prior to your arrival–save time at check in!

\*\*\* Reservations made after this date is subject to rate increase and availability

Make Check Payable to:

Stonewall Resort  
940 Resort Drive  
Roanoke, WV 26447

memo: WVASSP Conference