

## **UAAACT Team Member Information Update:**

Please help us to better serve you by updating your professional and personal information so we may make sure we send you any important updates, newsletters and reimbursement checks for travel and conferences attended. It is important we have the information of your physical workplace rather than the district info. We would also like to have your home e-mail address on record for travel or training questions we have during holiday or summer breaks.

Having the e-mail addresses will also keep postage and telephone costs down and we can use the savings for equipment purchases!

Please update and return this information to me whenever your information changes.

Thank you,  
Lynn Marcoux  
Executive Secretary  
UCAT

### **PLEASE PRINT CLEARLY**

Name: \_\_\_\_\_

***We need the EXACT name that appears on your driver's license or you cannot travel.***

Home Address:

Home City/State/Zip:

Daytime Phone:

Home E-mail:

Place of Employment: (Physical Location)

Team Letter/ Team Name/ Level 1,2 or 3:

Work address:

Work City/State/Zip:

Workplace Phone:

Work E-mail:

Work Fax: (to get your signature on travel forms)

**EMERGENCY CONTACT: Name and Phone Number (without this, you cannot travel)**

The information collected is kept on a secure database.