

Institute Registration Form

MARCH 15 - 20, 2015 | MOUNT PLEASANT, MICHIGAN

The registration deadline is February 27, 2015

(Please print or type. You may enter information into this PDF form if accessed on the website.)

**MAMC now
accepts credit card
payments and online
registration!**

Year 1

Year 2

Year 3

The sessions are non-sequential and one may begin the three-year cycle at any time. Please check the appropriate year of participation in the three-year cycle. Participation is mandatory for all sessions. Please do not register unless prepared to attend all sessions.

First Name _____ Last Name _____
(Print your name as you wish it to appear on your certificate. Include CMC/MMC/CMMC information if you want it included.)

Preferred Name _____ Title _____
(For your name tag) (If you are not a Clerk or a Deputy Clerk, the endorsement of your organization's Clerk is required.)

Organization _____ Address _____

City _____ State _____ Postal Code _____

Email _____ Phone (_____) _____
(Confirmation information will be sent via email so please print or type clearly.)

Please list the previous years that you have attended MAMC Institutes: _____

Please indicate any special needs such as a disability, hearing, visual, diet, etc.: _____

Institute Registration Fee

\$600.00

- Non member registration fee \$650.00
- MAMC accepts credit card payments and online registration.
www.michiganclerks.org/Events.aspx
- Fee includes lunch on Monday, Tuesday and Thursday and dinner on Sunday, and Thursday.
- The registration deadline is February 27, 2015.
- Faxing or emailing registration forms before the deadline does not avoid the late fee.
- Lodging is separate. A block of rooms are reserved at the Comfort Inn Hotel and Conference Center at a special rate of \$75.00 per night. Call 989-772-4000 for reservations and indicate that you are with MAMC.
- A late fee of \$50.00 will be charged for payments postmarked after February 27, 2015.

Send payment with this form to:

MAMC

Attention: Betty Kennedy
c/o Village of North Branch

P.O. Box 704, 4018 Huron Street
North Branch, MI 48461-0704

Return by February 27, 2015 to avoid the
\$50.00 late fee. Sorry, no exceptions.

Tax ID 38-3554848

Questions?

Contact Mary Bender, Institute Coordinator
231-797-5536 | fax 231-797-5865
mbender102@aol.com

Scholarship Information

Scholarships are available for those who qualify. For more information, visit www.michiganclerks.org/programs/scholarship.htm

MAMC Cancellation Policy

Cancellation requests must be made in writing or faxed to the MAMC Treasurer at 810-688-4521. Advance registrations cancelled by the deadline will receive a full refund minus the \$50.00 cancellation fee. Cancellation requests received after the deadline, no-shows and instances where participants need to leave the event before it is over will be charged the full registration fee and are not entitled to any refund.

REMINDER

Attendance is required at all sessions in order to receive credit towards IIMC and MAMC certification. Please do not register unless prepared to attend all sessions.

BE SURE TO KEEP A COPY OF THIS FORM FOR YOUR RECORDS.

