

MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

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

Master Academy Registration Form

MARCH 24-26, 2015 | MOUNT PLEASANT, MICHIGAN

The registration deadline is March 10, 2015

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

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)

Organization _____ Address _____

City _____ State _____ Postal Code _____

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

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

Master Academy Registration Fee **\$150.00 PER DAY**

- Non-members add \$50.00 to the registration fee. (One time only, not \$50 per day)
- The registration deadline is March 10, 2015.
- MAMC accepts credit card payments and on line registration. www.michiganclerks.org/Events.aspx
- Fee includes sessions, materials, and certificate of completion for each day attended.
- Lunch will be provided each day. You are on your own for dinner.
- A complementary continental breakfast provided by the Comfort Inn for hotel guests.
- Note that payment must accompany registration form in order to receive the early discount.
- Faxing or emailing registration forms before the deadline does not avoid the late charge.
- Members and non-members add a late fee of \$50 if postmarked after March 10, 2015. (Late fee is one time only, not \$50 per day if registering for multiple days)
- Lodging is separate. A block of rooms has been reserved at the Comfort Inn Hotel and Conference Center at a special rate of \$75 per night. Call 989-772-4000 for reservations and indicate that you are with MAMC.
- Questions can be sent to the program coordinator Mary Bender, mbender102@aol.com.

Indicate the day(s) you plan to attend:

Three days, March 24, 25, 26 - postmarked on or before March 10.	_____	\$450.00
Tuesday, March 24 - postmarked on or before March 10.	_____	\$150.00
Wednesday, March 25 - postmarked on or before March 10.	_____	\$150.00
Thursday March 26 - postmarked on or before March 10.	_____	\$150.00
Not an MAMC member? Add non-member charge of \$50.00.	_____	\$50.00
Postmarked after March 10, add \$50.00 late fee.	_____	\$50.00
Total Enclosed _____		

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.

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

Pay by March 10, 2015 to avoid the \$50.00 late fee.
Please do not fax or email registration materials. MAMC accepts credit card payments and online registration.
www.michiganclerks.org/Events.aspx



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