



# MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

**INSTITUTE** | March 10 - 15, 2019

Comfort Inn and Suites Conference Center Mt. Pleasant, Michigan

## INSTITUTE REGISTRATION DEADLINE IS FEBRUARY 22, 2019

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

YEAR 1

YEAR 2

YEAR 3

**Class size is limited to 40 Year One participants with priority given to Clerks and Deputy Clerks.** (See packet for details.)

*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 Member or \$650.00 Non Member\*

- **MAMC accepts credit card payments and online registration.** [www.michiganclerks.org/Events.aspx](http://www.michiganclerks.org/Events.aspx)
- **Fee includes lunch on Monday, Tuesday, and Thursday and dinner on Sunday and Thursday.**
- **The registration deadline is February 22, 2019.**
- **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 & Suites Conference Center at a special rate of \$79.00 per night.**
- **CLICK HERE for a direct link or call 989-772-4000 for reservations & indicate that you are with MAMC.**
- **A late fee of \$50.00 will be charged for payments postmarked after February 22, 2019.**

**\*MAMC MEMBERSHIP FORMS ARE AVAILABLE ON THE WEBSITE. [www.michiganclerks.org/about/membership.aspx](http://www.michiganclerks.org/about/membership.aspx)**

**MAIL THIS FORM TO:**  
**MAMC**  
**120 North Washington Square**  
**Suite 110A**  
**Lansing, MI 48933**

Please include a check payable to MAMC with mail-in registrations. Return by February 22, 2019 to avoid the \$100.00 late fee (per SR 17). Sorry, no exceptions.

**TAX ID 38-3554848**

### QUESTIONS?

#### Contact

**MARY BENDER**, Institute Coordinator  
231-797-5536  
[mbender102@aol.com](mailto:mbender102@aol.com)

#### Scholarship Information

Scholarships are available for those who qualify. For more information, visit [www.michiganclerks.org/programs/scholarship.htm](http://www.michiganclerks.org/programs/scholarship.htm)

### MAMC

#### CANCELLATION POLICY

Cancellation requests must be made in writing and email to: [info@michiganclerks.org](mailto:info@michiganclerks.org) or faxed to MAMC at 517-371-1170

The cancellation fee is now \$100.00 (per SR 17), and request must be submitted 14 days prior to the event. Cancellation requests must be made in writing and emailed to [info@michiganclerks.org](mailto:info@michiganclerks.org) or faxed to GCSI at 517-371-1170. Cancellation requests received after 14 business days before the conference date or no shows 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.**