



# MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

**MASTER ACADEMY** | March 19 - 21, 2019  
Comfort Inn and Suites Conference Center Mt. Pleasant, Michigan

## MASTER ACADEMY REGISTRATION DEADLINE IS FEBRUARY 27, 2019

(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 February 27, 2019.*
- *MAMC accepts credit card payments and on line registration. [www.michiganclerks.org/Events.aspx](http://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 complimentary continental breakfast provided by the Comfort Inn & Suites 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 February 27, 2019. (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 & Suites at a special rate of \$79 per night. CLICK HERE for a direct link or call 989-772-4000 for reservations and indicate that you are with MAMC.*
- *Questions can be sent to the program coordinator Mary Bender at: [mbender102@aol.com](mailto:mbender102@aol.com).*

### MAMC CANCELLATION POLICY

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 MAMC 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.

### INDICATE THE DAY(S) YOU PLAN TO ATTEND:

Three days, March 19, 20, 21 - postmarked on or before Feb. 27, 2019.	<b>\$450.00</b>
Tuesday, March 19 - postmarked on or before Feb. 27, 2019.	<b>\$150.00</b>
Wednesday, March 20 - postmarked on or before Feb. 27, 2019.	<b>\$150.00</b>
Thursday, March 21 - postmarked on or before Feb. 27, 2019.	<b>\$150.00</b>
Not an MAMC member? Add non-member charge of \$50.00.	<b>\$50.00</b>
Postmarked after Feb. 27, 2019, add \$50.00 late fee.	<b>\$50.00</b>

### 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 27, 2019 to avoid the \$100.00 late fee (per SR 17). Sorry, no exceptions.

Please do not fax or email registration materials.

MAMC accepts credit card payments and online registration.

[www.michiganclerks.org/Events.aspx](http://www.michiganclerks.org/Events.aspx)

TOTAL ENCLOSED \_\_\_\_\_

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