

EVENT REGISTRATION FORM

Please complete this form appropriately and accurately. Retain a copy for your records prior to submitting to MASB.



Name of school district _____

Registrant Name _____

Registrant Email _____

Check here to receive text message updates from MASB about upcoming events and CBA opportunities. Standard text messaging rates may apply.

Registrant Cell Phone (day-of contact) _____

District Contact Name _____

District Contact Email _____ District Contact Phone _____

Special Assistance Needs/Dietary Restrictions _____

PAYMENT INFORMATION

Payment is appreciated at time of registration.
(A \$25 service fee will be added to any balance due after day of class.)

CREDIT CARD

VISA MASTERCARD Exp. Date _____ CVV/CVC _____

Account Number _____

Name As It Appears On Card _____

Signature _____

INVOICE

Invoice school district (a \$25 billing fee will be applied)

Attn: _____

CHECK

Check enclosed made payable to MASB Check # _____

Check to follow registration faxed in advance

MAIL TO:

MASB Business Office
1001 Centennial Way, Ste. 400 Lansing, MI
48917-8249

FAX TO:

517.327.0776

COURSE	LOCATION	TIME	DATE	AMOUNT
TOTAL AMOUNT ENCLOSED				

CONFIRMATIONS/QUESTIONS

Confirmations will be generated on a rolling basis for all registrations received. If you have any questions, please contact Cindy Holmes at registrar@masb.org.

CANCELLATIONS

No refunds are given for cancellations within seven days of the event; walk-ins accepted on a per-space availability; substitutions may be made in lieu of cancellations. All cancellations must be submitted in writing and will be charged a \$25 cancellation fee. Registration questions? Call Cindy Holmes at 517.327.5918 or email registrar@masb.org.

SPECIAL ACCOMMODATIONS

Registrants requiring special assistance should contact Whitney Haughey at 517.327.5926 or events@masb.org.

POLICIES

Guests are required to be preregistered by a conference registrant in order to participate in conference programming and meal events. A guest is defined as a spouse, significant other, family member or friend of a conference registrant. School board members and school district staff are not eligible to register as "guests." Guests are not eligible for education credit or SCECHs. MASB reserves the right to CANCEL any classes. Registration and attendance at or participation in MASB events constitutes an agreement by the registrant to MASB's use and distribution of the attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events.