

Registration for Municipal Clerks & Treasurers Institute 2019

July 14-19, 2019 Radisson Hotel Green Bay, WI

Registrant Information:

Name: _____

Name on Badge: _____

Email: _____

Position: _____

City of: Village of: Town of: County of: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: (_____) _____

Home Phone: (_____) _____

Population: _____ Years in Position: _____

Supervisor's Name: _____

Please indicate any special dietary restrictions that we should be aware of. Not all dietary restrictions can be accommodated. Meal substitution options are at the sole discretion of the Radisson Hotel.

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Gluten Free | <input type="checkbox"/> Dairy Free |
| <input type="checkbox"/> Vegetarian | <input type="checkbox"/> Fish/Seafood Allergy |
| <input type="checkbox"/> Nut Allergy | |

List any other food allergy not listed above.

How to Register:



Online

See our website at www.uwgb.edu/govt
Only credit card registrations will be accepted.



Mail

Complete this registration form. Pay by check.
Payment must be included.

- ☐ Check payable to **UW-Green Bay-GOVT** enclosed
Send to: UW-Green Bay CECE Government
2420 Nicolet Drive – CL109
Green Bay, WI 54311-7001

Phone registrations will not be accepted.

Registration Deadline - June 19, 2019

After June 14, 2019 a \$50 Late Fee will be added or \$525.

No registrations will be taken after June 19, 2019.

Registrant Options:

Registration Fee: \$475 \$_____

Registration fee after June 14: \$525 \$_____

Includes five days of educational sessions (34 hours of instruction), materials, breaks, lunches, and Thursday Banquet.

Select either Clerks or Treasurers:

☐

Clerks Institute - Year (Circle One):

One Two Three Treasurers Completion
(Circle One: Town City County Village)

☐

Treasurers Institute - Year (Circle One):

One Two Three Clerks Completion
(Circle One: Town City County Village)

Tuesday Night Outing

☐ Cosmic Bowling \$20 \$_____

Thursday Banquet

Do you plan to attend? (It is included in your tuition)

☐ Yes ☐ No

☐

Please help me find a roommate

Guest Options:

Guest Fees:	Quantity	Cost	Subtotal
Lunches (Mon. - Thur.)	_____ @	\$60	\$_____
Cosmic Bowling	_____ @	\$20	\$_____
(*There is no child discount)			
Thursday Banquet	_____ @	\$35	\$_____
Guest Total:			\$_____

Fee Information

(Calculate your total fees)

Registration Fee.....\$_____

Cosmic Bowling.....\$_____

Guest Total.....\$_____

Total Fee: \$_____

Registration Deadline - June 19, 2019

Cancellation and Refund Policy:

On or before June 14, 2019 a full refund minus a

\$50 Processing Fee is given.

Between June 14 and June 24, 2019 a partial refund of \$300 is given.

After June 24, 2019 No refunds will be given.

See detailed refund policy at www.uwgb.edu/govt