

REGISTRATION FORM



To include additional participants, please e-mail an Excel sheet to training@gfoa.org that includes the following information for each registrant: **name, title, organization, and e-mail address.** To download a group template to submit, go to www.gfoa.org. (Group discounts cannot be applied to online registrations.)

PROGRAM INFORMATION (PLEASE CHECK ONE)

THREE-PART SERIES

Creating a Budget Aligned with Community Priorities, October 4, 2018
Budget Monitoring, October 11, 2018
Building a Better Budget Office, October 25, 2018

INDIVIDUAL COURSE

- Creating a Budget Aligned with Community Priorities, October 4, 2018*
- Budget Monitoring, October 11, 2018*
- Building a Better Budget Office, October 25, 2018*

THREE-PART SERIES (ENCORE PRESENTATION)

Creating a Budget Aligned with Community Priorities, November 29, 2018
Budget Monitoring, December 4, 2018
Building a Better Budget Office, December 18, 2018

INDIVIDUAL COURSE (ENCORE PRESENTATION)

- Creating a Budget Aligned with Community Priorities, November 29, 2018*
- Budget Monitoring, December 4, 2018*
- Building a Better Budget Office, December 18, 2018*

Check here if you are faxing this form. Fax accepted only with credit card payment or purchase orders. **If faxing, do not mail the original.**
Please print or type (or register online at www.gfoa.org).

Name: _____ Title: _____

Employer: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Telephone: _____ Fax: _____

E-mail (mandatory): _____

GFOA Membership # (if available): _____

Check box to indicate if you are substituting for an active member.

Active Member #: _____ Active Member Name: _____

REGISTRATION FEES

All fees must be paid in full before the event date. Registration fee is per person, not per group.

New member fee: Visit www.gfoa.org or call GFOA at (312) 977-9700 for fee _____

Discount for paid new member (\$25.00) _____

REGISTRATION TOTAL _____

Seminar Fees Total \$ _____

10% discount for (3+) group _____

PAYMENT INFORMATION (PLEASE CHECK ONE)

Fees must be paid in U.S. dollars by check, credit card, or purchase order. **Please do not submit duplicate copies.**

Payment by credit card.

Scan and e-mail this form to training@gfoa.org;
fax to (312) 977-4806;
or send to GFOA
203 N. LaSalle St., Suite 2700
Chicago, IL 60601-1210

- Amex Discover
- MasterCard VISA

Payment by check.

Make payable to
"Government Finance Officers Association"
Send to: GFOA
203 N. LaSalle St.
Suite 2700
Chicago, IL 60601-1210

Bill Me. Scan and e-mail this form to

training@gfoa.org or fax to (312) 977-4806.
You must include a purchase order number.
Payment must be received for all registrations
prior to the event date.

P.O. No: _____
GFOA Tax ID Number: 36-2167796

Name on Card: _____

Account Number: _____ Exp. Date: _____ / _____ (Mandatory)

Signature: _____

A copy of the invoice will be sent as a PDF attachment via e-mail from training@gfoa.org. Please add this address to your allowed senders list.

PLEASE NOTE: Cancellation Requests: All cancellation requests must be made in writing to GFOA. All cancellations received five business days before the event date will incur a \$20 administrative fee. No refunds will be issued after that date.

Date changes: All requests for course date changes made within 7 days of the course start date will incur a \$25 transfer fee.

Substitutions (government entities only): A one-for-one substitution of a nonmember for an active member is allowed. If your organization has a current GFOA member on staff who is not participating in these training seminars, a nonmember may attend in his/her place at the member rate. You must provide the member number and/or name of the GFOA member on the registration form.

Inquiries: For information regarding administrative policies such as complaints or refunds, please contact GFOA at training@gfoa.org or at 312-977-9700.

All individuals, whether in a group setting or on their own, must be registered to view the program.