

# 2023 Minnesota Municipal Clerks Institute (MMCI)

May 8-12, 2023

Name (First) (MI) (Last)  
City of Employment Title/Position  
Work Address  
City State Zip Code  
Phone Number Email

Birth Date MM/DD/YYYY (For CEUs/Transcript purpose only)

*The information on this form is private data, used to identify and locate you. A \$25.00 late registration fee if received/postmarked after 4-24-2023*

**Registration Fees: Cancellation Policy: Refunds, minus \$30 processing fee, if written cancellation received by 4-24-23**

MCFOA Member: \$470.00 by April 17, 2023 \$490.00 postmarked/received after April 17, 2023

MCFOA Non-Member: \$510.00 by April 17, 2023 \$530.00 postmarked/received after April 17, 2023

**Please enroll me in the 2023 MMCI for:** Year One - **FULL/Wait List** Year Two Year Three

I will be attending: (both included in registration fee): Monday night social Thursday night banquet

Additional Guest Banquet Ticket(s) - \$30.00 each Number of tickets: Who is attending:

City Population: Is your fire department volunteer: Yes No

***If you are applying for a scholarship, register after you receive notification from the MCFOA of its decision. You will be able to complete your registration prior to the early registration deadline.***

I have received a MCFOA Scholarship in the amount of \$ Total amount due: \$

**Payment Information:**

Check or money Order in the amount of \$

Please bill my employer, reference Purchase Order Number

\$25.00 Late Registration fee is received/postmarked after April 24, 2023

List any dietary restrictions and/or food allergies:

## Institute Policies

**All curriculum hours are mandatory, and registrants who do not complete the required curriculum will not be allowed to advance to the next level towards graduation.** There is a strict adherence to punctuality in each session and no cell phone calls or texting are allowed in the classroom. Attendance will be tracked. In rare instances related to emergencies, excused absences are allowed if approved by the Institute Director. These excused absences will require a "makeup assignment" that is provided by the Institute Director (who will collaborate with the instructor prior to the end of the programming).

**Participants who fail to comply with attendance and punctuality requirements will not receive a certificate of completion.**

I have read and agree to the Institute Policy

To register by mail, please print and mail to the address below. To register by email, please send to email address below.

**NOTE - NEW MAILING ADDRESS**

**Mail:** St. Cloud State University  
355 5th Ave S  
Attn: Roxann Neu  
St. Cloud, MN 56301

**Email:** register@scsutraining.com  
**Phone:** 320-308-4962

