

# REGISTRATION FORM



To include additional participants, please e-mail an Excel sheet to [training@gfoa.org](mailto: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](http://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](http://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](http://www.gfoa.org) or call GFOA at (312) 977-9700 for fee \_\_\_\_\_

Discount for paid new member (\$25.00) \_\_\_\_\_

**Seminar Fees Total \$** \_\_\_\_\_

10% discount for (3+) group \_\_\_\_\_

**REGISTRATION TOTAL** \_\_\_\_\_

## 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](mailto: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](mailto: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](mailto: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](mailto: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.**