



2011-12 Event Registration

Register online at: www.gomiem.org

Date	Class	Time	Cost	Amount
MSBO Certification Classes				
11/9/11	Year-End Payroll: Payroll & Tax Returns (941), W-2s, etc.	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
11/30/11	Technology for the Business Manager–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
12/6/11	Payroll and Related Personnel Issues–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
12/7/11	Effective Communications	8:45 am-noon	\$70 member/\$100 nonmember	\$
12/7/11	Performance Evaluation for Personnel	12:45-4:00 pm	\$70 member/\$100 nonmember	\$
12/8/11	Purchasing–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
1/10/12	Facilities for the Business Manager–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
1/25/12	Accident Investigation Procedures–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
2/1/12	Transportation for the Business Manager–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
2/15/12	Technology in Education	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
2/16/12	Food Service for the Business Manager–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
3/6/12	Team Leadership	8:45 am-noon	\$70 member/\$100 nonmember	\$
3/6/12	Instructional Program Evaluation	12:45-4:00 pm	\$70 member/\$100 nonmember	\$
3/14/12	Technology for Operational Management	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
3/22/12	Labor Relations/Employment Law	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
SAPC Certification Classes				
10/3-31/11	Marketing Your School	Online Class	\$75 member/\$90 nonmember	\$
2/1-29/12	Be Direct with Respect	Online Class	\$75 member/\$90 nonmember	\$
4/2-30/12	The Leader in You	Online Class	\$75 member/\$90 nonmember	\$

Registration Information—please print

Name: _____
 Name for Badge: _____
 Title/Position: _____
 District/Firm: _____
 Address: _____
 City/State/Zip: _____
 Phone #: _____ Fax #: _____
 E-mail (required): _____
 Special Services Requested: _____

Payment Information:

Check enclosed payable to MIEM for \$ _____
 Charge my: Visa MasterCard
 Cardholder's Name: _____
 Card#: _____ Exp. Date: _____
 Signature: _____
Please sign as it appears on your credit card

Mail your completed registration form with a check to:

MIEM, 1001 Centennial Way, Ste. 300, Lansing, Michigan 48917

Fax with purchase order or credit card number to:

517.327.0771

Questions: 517.327.2589

Register online at: www.gomiem.org

Weather Policy: In event of bad weather, please check www.gomiem.org for delays and program updates.

Payment Policy:

Payment must be made by the day of the event or a \$25 late fee is assessed. All unpaid balances will be issued an invoice after the event which will include the \$25 late fee. You can bring payment with you on the day of the event to avoid the late fee. NOTE: Purchase orders are not payment. All no shows will be invoiced.

Cancellation Policy:

A \$25 service fee will be retained for cancellations. No refunds will be issued for cancellations made two weeks prior to the event. Substitutions may be allowed until the start time of the program without penalty, by emailing miem@gomiem.org.

SB-CEUs:

SB-CEUs may be granted pending approval. You must be on time and stay until the end of the program.