

# NONPROFIT CENTER OF MILWAUKEE REGISTRATION FORM

REGISTRATION INFORMATION: PLEASE PRINT CLEARLY. USE A SEPARATE FORM FOR EACH PARTICIPANT.

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

PARTICIPANT NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE WITH AREA CODE: \_\_\_\_\_

WORKSHOP TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_ FEE: \$ \_\_\_\_\_

\*RACE \_\_\_\_\_ GENDER  Male  Female

\*As a United Way funded agency, we are required to track the race and gender of those we serve. We use this information for outcomes reporting purposes only.

TOTAL FEES: \$ \_\_\_\_\_



: Have you considered your discount? See discount options below.

Billing Contact: \_\_\_\_\_ Indicate Method of Payment:  Check Enclosed  Voucher  Charge to Mastercard/Visa/Discover  Other

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Customer Code \_\_\_\_\_

Name as it appears on credit card: \_\_\_\_\_ Organization name if it appears on credit card: \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

## PAYMENT & REGISTRATION

### Payment Information

- The Nonprofit Center requires full payment along with registration prior to attending a workshop. **A participant is not registered until payment is received.** Registration and payment should be made at least 3 days prior to the workshop.
- Registration and payment may be made via phone, fax or regular mail using check, credit card, cash or voucher.
- If paying by credit card, mail or fax the completed registration form
- If paying by check, please fill out this form and mail with your check to: Nonprofit Center of Milwaukee, 2819 W. Highland Blvd., Milwaukee, WI 53208
- If paying with a voucher, the original voucher must be included with your registration form.
- If registering and paying by phone, have your credit card information available.
- Registration and payment will be accepted at the door on the day of a workshop. Bring your payment and completed registration form with you. **IF YOU HAVE NOT REGISTERED AND PAID IN ADVANCE, CALL TO CONFIRM THAT THE WORKSHOP IS BEING HELD AS SCHEDULED AND THAT SPACE IS AVAILABLE.**

Phone: 414-344-3933 • Fax: 414-344-7071

Mail: Nonprofit Center of Milwaukee, 2819 W. Highland Blvd., Milwaukee, WI 53208

### Cancellations, Refunds, Credits and Transfers

- The deadline to cancel is 3 business days prior to the workshop. Cancellations made after the deadline are non-refundable. If you are unable to attend, and have not cancelled in advance, you will not receive a refund or credit.
- For cancellations made prior to the deadline, registrants may choose a refund or apply the amount paid toward a future workshop.
- Refunds or credits will be offered for workshops cancelled by the Nonprofit Center.
- Paid workshop registrations may be transferred to another person within the same organization upon request.

### Inclement Weather

Nonprofit Center workshops will be cancelled for inclement weather when the Milwaukee Public School System is closed as announced by your local news sources.

## Winter Discounts



symbols mark workshops that qualify for the winter training special. Bundle and SAVE \$25 on three! Any 3 registrations \$200; \$125 Nonprofit Center members and CDBG agency attendees. All three registrations must be submitted together to receive the discount.