



TRAINING REGISTRATION FORM

To Register: Review the policies and procedures, complete this registration form, and return with payment information.

By Mail: Maryland Nonprofits, 1500 Union Avenue, Suite 2500, Baltimore, MD 21211

By FAX: 410-235-2190 If you have any questions, **call us** at 410-727-6367

ONE REGISTRATION FORM PER PARTICIPANT – PLEASE PRINT CLEARLY TO ASSURE PROPER CONTACT INFO

NAME: _____ TITLE: _____

ORGANIZATION NAME (NO ACRONYMS): _____

ADDRESS: _____

CITY/STATE/ZIP: _____

CONTACT PHONE (in case program changes): _____ FAX: _____

E-MAIL (used to send course reminder only): _____

HOW DID YOU HEAR ABOUT OUR TRAININGS?

- MARYLAND NONPROFITS TRAINING CALENDAR MARYLAND NONPROFITS' WEBSITE
 AN EMAIL SOCIAL MEDIA WORD OF MOUTH OTHER _____

I OR MY ORGANIZATION IS A MEMBER OF MARYLAND NONPROFITS

I AM READY TO BECOME A MARYLAND NONPROFITS MEMBER – PLEASE CONTACT ME.

MY ORGANIZATION HAS A TRAINING PASSPORT.

COURSE TITLE	COURSE DATE	FEE
TOTAL		

PAYMENT METHOD

CHECK ENCLOSED

VISA

CARD NUMBER: _____ CSC # (FROM BACK OF CARD): _____

MASTERCARD

EXP. DATE: ____ / ____ NAME ON CARD: _____

AMEX

POLICIES AND PROCEDURES

- Cancellation requests must be made **at least 2 business days** prior to the start of the program **in writing** (please fax to 410-235-2190 or email training@mdnonprofit.org).
- **No refunds** will be issued – If a cancellation request is made at least 2 business days prior to the start of the program in writing, a credit voucher will be issued that may be applied towards a future program.
- If you fax a registration, please indicate method of payment on the fax. Non-members are expected to pay in advance.
- **No confirmations will be sent for registration.** You will only be contacted if there is a cancellation or a change.
- Please note that fees listed are per person, per program (unless otherwise specified).
- If schools are closed for inclement weather in the jurisdiction of the program, the program will be cancelled. If schools start late, the program will take place as scheduled.
- No telephone registrations will be accepted. Please register online, by mail, or by fax.
- Please arrive at least 15 minutes prior to the start time of a program, so we can begin on time.
- Please do not wait until the last minute to register; classes which do not have at least five registrants two working days before a class is scheduled will generally be cancelled.