

# TRAINING REGISTRATION FORM

ONLINE REGISTRATION AVAILABLE AT [WWW.MARYLANDNONPROFITS.ORG](http://WWW.MARYLANDNONPROFITS.ORG)

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

**By Mail:** Maryland Nonprofits, 190 W. Ostend Street, Ste 201, Baltimore, MD 21230

**By FAX:** 410-727-1914

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       A FLIER       WORD OF MOUTH       OTHER \_\_\_\_\_

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

COURSE TITLE	COURSE DATE	FEE

**PAYMENT METHOD**

CHECK ENCLOSED

VISA

CARD NUMBER: \_\_\_\_\_

MASTERCARD

EXP. DATE: \_\_\_\_ / \_\_\_\_ NAME ON CARD: \_\_\_\_\_

**CANCELLATION POLICY**

- Cancellation requests must be made **at least 2 business days** prior to the start of the program.
- All cancellations **must be made in writing** (please fax to 410-727-1914 or email [training@mdnonprofit.org](mailto:training@mdnonprofit.org)).
- **No refunds** will be issued – A credit voucher will be issued that may be applied towards a future program.

**POLICIES & PROCEDURES**

- 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 note that fees listed are per person, per program (unless otherwise specified).
- If you fax a registration, please indicate method of payment on the fax. Non-members are expected to pay in advance.
- Pre-registration is required to guarantee a space. Walk-ins are accepted on a first-come, first-served basis only if space is available. Early registration is encouraged so we can have materials, chairs, workspace, and refreshments for all participants.
- **No confirmations will be sent for registration.** You will be contacted if there is a cancellation or a change.
- Please arrive at least 15 minutes prior to the start time of a program, so we can begin on time.
- We do not sell or send materials to non-participants.

*(Please make additional copies of this registration form as needed)*