



## CMEA Clinic/Conference **On-Site** Registration Form

### Conference Dates - January 24, 25, 26, 27, 2018

**Instructions: Complete each section in order, enter your total due in the total box and bring this completed form with you to registration.**

**DO NOT MAIL THIS FORM!!!!**

#### Step #1 - Personal Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Home E-mail Address \_\_\_\_\_  
 School Name (or retired) \_\_\_\_\_ School Phone \_\_\_\_\_  
 School District Name \_\_\_\_\_  
 Preferred Name for Name Badge \_\_\_\_\_

#### Circle Primary Area of Assignment:

Choral    Band    Orchestra    General Music (including Orff/Kodály)    Teacher Education    College/University

#### Step #2 - Select Membership Option

If you choose membership in NAfME/CMEA you must be an active member through June 30, 2018. If your membership expires between February 1, 2018 and June 30, 2018 you must pay membership to CMEA at the time of registration.

Directors must be active CMEA members for students to participate in any All-State groups in Colorado.

Members are encouraged to read the registration instructions to understand how memberships are processed and paid to NAfME.

**NAfME/CMEA membership (this option entitles you to all benefits associated with NAfME and CMEA).**

<input type="checkbox"/>	One year active membership	\$155.00 (incl. \$4.00 processing fee)
<input type="checkbox"/>	One year retired membership	\$89.00 (incl. \$4.00 processing fee)

#### Step #3 - Select Conference Registration Options

<input type="checkbox"/>	Active Member Registration	\$215.00
<input type="checkbox"/>	Retired Music Teacher Registration	\$120.00
<input type="checkbox"/>	Non-member Registration	\$275.00
<input type="checkbox"/>	Non-member Retired Registration	\$115.00
<input type="checkbox"/>	Student NAfME Registration (must join NAfME through Collegiate Chapter and be a full time student)	\$45.00
<input type="checkbox"/>	Collegiate Non-member Registration (must be a full time student)	\$75.00
<input type="checkbox"/>	One Day Pass Active Member Registration	\$110.00
<input type="checkbox"/>	One Day Pass Non-member Registration	\$130.00
<input type="checkbox"/>	One Day Pass Retired Registration	\$55.00
<input type="checkbox"/>	Tri-M High School Student Registration	\$35.00
<input type="checkbox"/>	Guest age 12-18	\$25.00
<input type="checkbox"/>	Guest over the age of 18 ( <i>cannot be employed in the field of music</i> )	\$55.00
<input type="checkbox"/>	Vocal Music Reading Packet (middle school/high school level only)	\$15.00
<input type="checkbox"/>	General Music Clinician Book	\$15.00
<input type="checkbox"/>	Attendance Certificate for Recertification (picked up in person after 2 pm on 1/28)	\$55.00



#### Step #4 - Payment and Submission

Enter the total due by adding all sections **STEPS 2 & 3** (membership option and registration options) and placing total due in the box.  

Pay with check or money order made payable to CMEA (**not NAfME**). **Purchase orders not accepted.**

**Complete the credit card authorization form and submit it with this form if paying with a credit card that is not present.**

**DO NOT MAIL THIS FORM!**



## On-Site Registration Instructions

1. CMEA Board policy states that to register as a CMEA/NAfME member your membership must be active through 6/30/18. If your membership expires before this date you must include the cost of membership with your registration form. To check on the status of your membership you may contact NAfME at 1-800-828-0229. You may also renew your membership directly with NAfME (please bring a printed confirmation to the conference or include this with your registration). If your membership expires after 2/1/18 but before 6/30/18 you must renew your membership with CMEA or NAfME. If you renew with NAfME you will need to bring a receipt for renewal to the conference or complete your renewal five business days prior to the conference. If you pay membership renewal to CMEA your membership renewal will be forwarded to NAfME on the 25th of the month of your expiration month for the months of February, March, April, May and June. January memberships and any membership that has expired prior to January 1st will be forwarded during the month of March. New memberships will be forward to NAfME during the month of March. If you pay your membership to CMEA and it expires after 7/31/18 you need to contact CMEA for a refund of this money. CMEA will not forward this money to NAfME as membership dues amounts change in June of each year.
2. Complete one registration form for each person attending (please complete all sections). If registering on-line make sure that the name of the conference attendee is listed and not the person completing the process.
3. Only immediate family members can be registered as guests. Immediate family members are defined as a non-music teacher spouse, significant other, partner, or child over the age of 18.
4. Checks should be made payable to CMEA (**not NAfME**) for the complete amount. VISA, MasterCard or Discover are also accepted. NO school purchase orders will be accepted without the accompanying check or purchasing card. Forms are not accepted by FAX.



## Credit Card Authorization Form

**Complete this form and submit it with your on-site registration form if paying with a credit card that is not present.**

Payments are accepted by VISA, Master Card, or Discover Card only, enter complete information on lines below for orders of \$25.00 or more:

Name as it appears on the Credit Card: \_\_\_\_\_

Credit Card Number 4-digits per line: \_\_\_\_\_

expiration date \_\_\_\_\_

Credit Card v-code on back of card \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

Credit Card Billing Zip Code \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

Signature of authorized card holder: \_\_\_\_\_

Once your credit card is processed the Colorado Music Educators Association will attach a copy of your credit card receipt on the original paperwork and this Credit Card Authorization form will be immediately shredded. The Colorado Music Educators Association policy does not allow us to keep credit card numbers on file.