

Minnesota Municipal Clerks and Finance Officers Association (MCFOA) Annual Conference

March 19-22, 2024

Provide your name below how you would like it to appear on your name badge

Name (First) (MI) (Last)

City of Employment Title/Position

Work Address

City State Zip

Phone Number Birth Date (MM/DD/YYYY)

Email

Are you attending for the first time? Yes No

Choose your region? Region 1 Region 2 Region 3 Region 4 Region 5 Region 6

List any dietary restrictions/food allergies.

Information on this form is private data and used to identify and locate your records.

Registration Fees: Preconference

Tuesday: Athenian Dialogue	\$100.00 Member	\$125.00 Non-Member
Tuesday: Effective Data Management & Google Forms	\$ 60.00 Member	\$ 85.00 Non-Member
Tuesday: New City Clerk Orientation & Election Administration	\$100.00 Member	\$125.00 Non-Member
Tuesday: Half-day participants may purchase lunch	\$ 30.00	

Registration Fees: Conference

Wednesday-Friday, Member	\$375.00 Early Bird	\$400.00 after 02-20-2024
Wednesday-Friday, Non-Member	\$450.00 Early Bird	\$475.00 after 02-20-2024
Wednesday-Friday, Retiree	\$285.00	
Additional Wednesday Evening Entertainment	\$ 45.00 (One is included with member, non-member & retiree)	
Additional Thursday Evening Entertainment	\$ 45.00 (One is included with member, non-member & retiree)	
Additional Thursday Lunch if needed	\$ 30.00 (One is included with member, non-member & retiree)	

Early bird rates apply if registration is received or postmarked by February 20, 2024.

Registration closes February 27, 2024.

A \$25.00 late registration fee will incur for registrations received/postmarked after February 27, 2024

Payment Information: *Checks payable to St. Cloud State University*

Check or money order in the amount of \$

Please bill my employer, reference Purchase Order Number:

Please select the sessions you will be attending:

(Keep a record of your selections, these will not be emailed)

Wednesday, March 20 (SELECT ONLY ONE)

10:45 am – 12:00 pm Concurrent Sessions I

1. What You Don't Know CAN Hurt You
 2. Investment Basic for Public Entities
 3. Active Shooter Preparedness
 4. Records Management Essentials
- Not Attending

1:15 pm – 2:30 pm Concurrent Sessions II

5. Utilities Rate Analysis
 6. Best Practices for State & Federal Leave Law
 7. Race & Equity at the Foundation
 8. Liquor Licensing Essentials
- Not Attending

2:45 pm – 4:00 pm Concurrent Sessions III

9. Payroll How-To
 10. Financing Options for your City
 11. Financial Fraud & Cybersecurity Scams
 12. Human Trafficking 101
- Not Attending

Thursday, March 21 (SELECT ONLY ONE)

9:15 am – 10:30 am

13. Elections with Secretary of State
- Not Attending

11:15 am – 12:30 pm Concurrent Sessions IV

14. Zoning, Housing, and Accessories for Structures
 15. Adult Use Cannabis: The Year After Legalization
 16. Budget 101
 17. Elections Training
- Not Attending

1:30 pm – 2:45 pm Concurrent Sessions V

18. Funding Capital Infrastructure Projects for Water & Sewer
 19. Drug & Alcohol Testing Requirements for Commercial Drivers
 20. Budget 201
 21. Data Practices
- Not Attending

Friday, March 22 (SELECT ONLY ONE)

9:00 am – 10:15 am Concurrent Session VI

22. The Safari Way: Roaring Success with the Right Peeps in the Jeep
 23. The Language of Empathy
 24. Small Town Round Table
 25. I'm a Risk Manager Too
- Not Attending

CMC/MMC Points

IIMC Points: For those pursuing CMC (Certified Municipal Clerk) or MMC (Master Municipal Clerk) certification, this Conference provides 1 CMC Education or 1 MMC Advanced Education Point for every 4 hours of approved participation in combination with a completed learning assessment. St. Cloud State University will provide a Certificate for those participants who check "YES" during the registration process. This cost is covered by MCFOA.

Do you request a Certificate for CMC/MMCEducation Points? Yes No

Continuing Education Credits (CEUs) or Customized Certificate: **Cost is \$15.00 per CEU or customized certificate**

For those who are not tracking Education Points but desire a certificate for CEUs (Continuing Education Units) or Certificate of Attendance, you may request if it meets the criteria you need. A CEU is defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. If you want CEUs or a customized certificate that certifies you attended a specific session, mark yes below. St. Cloud State University will be in touch for the specific certificate you are requesting and provide your certificate by email.

Do you want CEUs or a customized certificate? Yes No \$15.00 per certificate: Quantity

Food Counts:

To help us finalize numbers for food count, please tell us if you will be attending the following. Note, by choosing "no", you will not be included in the numbers for food count.

Will you be attending Wednesday night - Bingo Night? Yes No

Will you be attending Thursday night - Dueling Pianos? Yes No

Mail: SCSU Welcome Center
 355 5th Ave S,
 Attn: Roxann Neu
 St. Cloud, MN 56301

Email: register@scsutraining.com
Phone: 320-308-4962

