



Date	Class	Time	Cost	Amount
MSBO Certification Classes				
10/1/09	Revenue, Expenditures and Budgeting Part I	8:45 am-4:00 pm	\$140 member/\$200 nonmember	
10/2/09	Revenue, Expenditures and Budgeting Part II	8:45 am-4:00 pm	\$140 member/\$200 nonmember	
10/6/09	Accounting Manual/Chart of Accounts	8:30-11:45 am	\$70 member/\$100 nonmember	
10/6/09	Benefits & Retirement	12:30-3:45 pm	\$70 member/\$100 nonmember	
10/28/09	Bonding/Borrowing/Investing	8:45 am-noon	\$70 member/\$100 nonmember	
10/28/09	Cash Management	12:45-4:00 pm	\$70 member/\$100 nonmember	
11/10/09	Performance Evaluations for Personnel	8:45 am-noon	\$70 member/\$100 nonmember	
11/10/09	Marketing Your Department—Preparing and Conducting Presentations	12:45-4:00 pm	\$70 member/\$100 nonmember	
11/17/09	Year-End Payroll: Payroll & Tax Returns (941), W-2s, etc.	8:45 am-4:00 pm	\$140 member/\$200 nonmember	
12/1/09	Managing Emergencies	8:45 am-4:00 pm	\$140 member/\$200 nonmember	
12/9/09	Payroll and Related Personnel Issues WEBINAR	8:45 am-noon	\$80 member/\$110 nonmember	
12/9/09	Purchasing WEBINAR	12:45-4:00 pm	\$80 member/\$110 nonmember	
2/2/10	Technology in Education	8:45 am-4:00 pm	\$140 member/\$200 nonmember	
2/4/10	Transportation for the Business Manager	8:45 am-noon	\$70 member/\$100 nonmember	
2/4/10	Food Service for the Business Manager	12:45-4:00 pm	\$70 member/\$100 nonmember	
3/9/10	Team Leadership	8:45 am-noon	\$70 member/\$100 nonmember	
3/9/10	The Motivation Cycle: Discovering what motivates us	12:45-4:00 pm	\$70 member/\$100 nonmember	
3/23/10	Labor Relations/Employment Law	8:45 am-4:00 pm	\$140 member/\$200 nonmember	
				TOTAL

Registration Information—please print

Name: _____

Name for Badge: _____

Title/Position: _____

District/Firm: _____

Address: _____

City/State/Zip: _____

Phone #: _____ Fax #: _____

E-mail (required): _____

Special Services Requested: _____

Payment Information:

 Purchase order #: _____

 Check enclosed payable to MIEM for \$ _____

 Charge my: Visa MasterCard

Cardholder's Name: _____

Card#: _____ Exp. Date: _____

Signature: _____

Please sign as it appears on your credit card

Mail your completed registration form with a check to:

MIEM, 1001 Centennial Way, Ste. 300, Lansing, Michigan 48917

Fax with purchase order or credit card number to:

517.327.0771

Questions: 517.327.2589

Register online at: www.gomiem.org

Weather Policy: In event of bad weather, please check www.gomiem.org for delays and program updates.

NEW Payment Policy:

Payment must be made by the day of the event or a \$25 late fee is assessed. You can bring payment with you on the day of the event to avoid the late fee. All unpaid balances will be issued an invoice after the event which will include the \$25 late fee. NOTE: Purchase orders are not payment.

Cancellation Policy:

A \$25 service fee will be retained for cancellations. Cancellations will not be accepted on or after the program date and no refunds will be issued within two weeks of the event. Substitutions may be allowed until the start time of the program without penalty.

SB-CEUs:

SB-CEUs may be granted pending approval. You must be on time and stay until the end of the program.



Date	Class	Time	Cost	Amount
SAPC Certification Classes				
10/1-30/09	Marketing Your School	online class	\$75 member/\$90 nonmember	
10/6/09	Accounting Manual and Chart of Accounts	8:30-11:45 am	\$70 member/\$100 nonmember	
10/6/09	Benefits & Retirement	12:30-3:45 pm	\$70 member/\$100 nonmember	
11/10/09	Time Management and Productivity	8:30-11:45 am	\$70 member/\$100 nonmember	
11/10/09	Building and Maintaining Relationships	12:30-3:45 pm	\$70 member/\$100 nonmember	
1/12/10	Business of Schools: What They Do and How They Do It	8:30-11:45 am	\$70 member/\$100 nonmember	
1/12/10	Business Communications	12:30-3:45 pm	\$70 member/\$100 nonmember	
2/2/10	Crisis Management/Safety Issues	8:30-11:45 am	\$70 member/\$100 nonmember	
2/2/10	School Law for the Secretary—Building Level	12:30-3:45 pm	\$70 member/\$100 nonmember	
2/1-26/10	Be Direct with Respect	online class	\$75 member/\$90 nonmember	
3/2/10	School Law for the Secretary—Central Office	8:30-11:45 am	\$70 member/\$100 nonmember	
3/2/10	Practical & Legal Aspects of Working with the Board & Superintendent	12:30-3:45 pm	\$70 member/\$100 nonmember	
4/1-30/10	The Leader in You	online class	\$75 member/\$90 nonmember	
Other Workshops				
5/26/09	Reform and Restore: Implementing the ARRA Workshop	8:30 am-4:30 pm	\$140 member/\$200 nonmember	
6/25/09	Everything You Need to Know About Identity Theft Workshop	8:45 am-4:00 pm	\$199 member/\$249 nonmember	
				TOTAL

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Title/Position: _____

District/Firm: _____

Address: _____

City/State/Zip: _____

Phone #: _____ Fax #: _____

E-mail (required): _____

Special Services Requested: _____

Payment Information:

Purchase order #: _____

Check enclosed payable to MIEM for \$ _____

Charge my: Visa MasterCard

Cardholder's Name: _____

Card#: _____ Exp. Date: _____

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