

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

March 18-21, 2025

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: Pre-conference

Tuesday: Athenian Dialogue / Must be a MCFOA Member	\$100.00	Member	
Tuesday: Excel Basics / Bring your own Laptop	\$ 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	\$ 35.00		

Registration Fees: Conference

Wednesday-Friday, Member	\$395.00 Early Bird	\$420.00 after 02-18-2025
Wednesday-Friday, Non-Member	\$500.00	
Wednesday-Friday, Retiree	\$325.00 / does not include banquet	
Additional Wednesday Plated Banquet Dinner	\$ 45.00 (One is included with member & non-member)	
Additional Thursday Evening Cocktail Hour	\$ 45.00 (One is included with member, non-member & retiree)	
Additional Thursday Lunch if needed	\$ 35.00 (One is included with member, non-member & retiree)	

Early bird rates apply if registration is received or postmarked by February 18, 2025.

Registration closes February 25, 2025.

A \$25.00 late registration fee will incur for registrations received/postmarked after February 25, 2025

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 19 (SELECT ONLY ONE)

** You will not be able to switch your sessions*

10:45 am – 12:00 pm Concurrent Sessions #1

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

1. Staying Sane
 2. Are We Out of the Weeds Yet?
 3. Good Mental Health
 4. Digital Accessibility
- Not Attending

5. Are We Out of the Weeds Yet? REPEAT
 6. Intro to Public Finance Tools
 7. Emergency Management Planning
 8. Minnesota Withholding Tax Basics
- Not Attending

2:45 pm – 4:00 pm Concurrent Sessions #3

9. ESST & Wage Theft Laws
 10. PERA SVF Plan Benefits & Costs
 11. Budget 101
 12. Data Requests Panel
- Not Attending

Thursday, March 20 (SELECT ONLY ONE)

11:15 am – 12:30 pm Concurrent Sessions #4

13. Liquor Licensing Essentials
 14. Artificial Intelligence
 15. Ordinances vs. Resolutions
 16. Small Town Round Table
- Not Attending

1:30 pm – 2:45 pm Concurrent Sessions #5

17. Liquor Essentials Essentials - REPEAT
 18. Elections Updates
 19. Implementing an Apprentice Program
 20. Planning & Zoning
- Not Attending

Friday, March 21 (SELECT ONLY ONE)

9:00 am – 10:15 am Concurrent Session #6

21. Records Management
 22. Give Me Some Chocolate
 23. Grant Writing Essentials
 24. Gambling
- Not Attending

First & Last Name

CMC/MMC Points

CMC/MMC 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 need 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. You cannot change your decision on the banquet at the conference.

Will you be attending Wednesday night -Plated Banquet Dinner? Yes No

Will you be attending Thursday night -Cocktail Hour? First come, first serve. Yes No

Dinner on your own on Thursday night

If you are attending the banquet, please select your dinner choice:

- Chicken Marsala Not Attending
- Roasted Pork Loin
- Vegan, Vegetarian/Dairy Free/Gluten Free ONLY

If you purchased an additional banquet ticket, provide the following:

First Name Last Name

Meal Choice:

- Chicken Marsala
- Roasted Pork Loin
- Vegan, Vegetarian, Dairy Free, Gluten Free ONLY

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Attn: Roxann Neu
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Email: PACE@stcloudstate.edu
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