

2025 Minnesota Municipal Clerks Institute (MMCI)

May 5-9, 2025

Name (First) (MI) (Last)

Work Address

City State Zip

Phone Number Date of Birth

Email

The information on this form is private data, used to identify you.

Registration deadline: April 21, 2025

Registration fees: \$640.00 I received a grant in the amount of: \$ Enclosed: \$

Check enclosed in the amount of \$ Bill my employer - PO #:

Any registrations postmarked/received after April 21, 2025 will incur a \$25.00 late registration fee.

Confirm your year in the Institute: Year 1 Year 2 Year 3

Year 1 Attendees: Have you completed at least 9-12 months of employment in a municipal setting before attending?
Yes No

Are you a MCFOA Member? This is an individual membership, not a city membership. Yes No

City of Employment **Title/Position**

City's Population **Is your fire department volunteers?** Yes No

Will you be attending the following (included with your registration)

Monday night social Yes No Thursday banquet Yes No

List any dietary restrictions/food allergies:

Institute Policy: All curriculum hours are mandatory, and registrants who do not complete the required curriculum will not be allowed to advance to the next level towards graduation. There is a strict adherence to punctuality in each session and no cell phone calls or texting are allowed in the classroom. Attendance will be tracked. In rare instances related to emergencies, excused absences are allowed if approved by the Institute Director. These excused absences will require a makeup assignment that is provided by the Institute Director (who will collaborate with the instructor prior to the end of the programming). Participants who fail to comply with attendance and punctuality requirements will not receive a certificate of completion.

I have read and **agree** to the Institute Policy: Yes No

To register by mail, please print and mail to the address below. To register by email, please send to email address below.

If you need an invoice, please email the completed registration form to: PACE@stcloudstate.edu

Mail: St. Cloud State University
720 4th Ave S
ATTN: Roxann Neu - PACE / MC102D
St. Cloud MN 56301

Email: PACE@stcloudstate.edu
Phone: 320-308-4962

