



CHAPTER EDUCATION MEETING/WORKSHOP REQUEST FORM

Education programs of **four hours or more** must be approved in advance by the Club Management Institute. A program consisting of six hours may be considered for workshop credit. Authority to hold a chapter education program or workshop must be requested through the National Headquarters. The following information must be included (attach additional material such as flyers, notices, etc.):

REQUEST FOR TYPE OF PROGRAM:

- Chapter Education Meeting (more than three hours) Chapter CMAA/CMI Workshop (at least six hours)

PROGRAM INFORMATION:

Name of Host Chapter(s): _____

Contact: _____

Date of Meeting: _____

Location: _____

Program Title: _____

Program Description: _____
(Please include a schedule of the day's activities, along with specific program hours.)

Total Length of the Program: _____

Speaker(s): _____

Assessment/testing instruments if it is a chapter workshop: _____

Do you want the National Headquarters to announce this meeting on the National Education Calendar (online and in print)? Yes No

Do you wish to receive labels for mailing to other chapters? Yes No

If yes, for which chapters? _____

Return to:
Education Department
Club Managers Association of America
1733 King Street
Alexandria, Virginia 22314-2720
(703) 739-9500
Fax: (703) 739-0124
cmaanatleduc@member.cmaa.org

CMAA National Headquarters Use Only
Submitted to CMI: _____ Approved on: _____

Disapproved: _____ Reason: _____