



CMEA Clinic/Conference **On-Site** Registration Form

Conference Dates - January 23, 24, 25, 26, 2019

Instructions: Complete each section in order, enter your total due in the total box and bring this completed form with you to registration.

DO NOT MAIL THIS FORM!!!!

Step #1 - Personal Information

First Name _____ Last Name _____
 Address _____ City _____ Zip _____
 Home Phone _____ Home E-mail Address _____
 School Name (or retired) _____ School Phone _____
 School District Name _____
 Preferred Name for Name Badge _____

Circle Primary Area of Assignment:

Choral Band Orchestra General Music (including Orff/Kodály) Teacher Education College/University

Step #2 - Select Membership Option

If you choose membership in NAfME/CMEA you must be an active member through June 30, 2019.
 If your membership expires between February 1, 2019 and June 30, 2019 you must pay membership to CMEA or NAfME at the time of registration. Directors must be active CMEA members for students to participate in any All-State groups in Colorado.
 Members are encouraged to read the registration instructions to understand how memberships are processed and paid to NAfME.

NAfME/CMEA membership (this option entitles you to all benefits associated with NAfME and CMEA).

<input type="checkbox"/>	One year active membership	\$159.00 (incl. \$5.00 processing fee)
<input type="checkbox"/>	One year retired membership	\$92.00 (incl. \$5.00 processing fee)

Step #3 - Select Conference Registration Options

<input type="checkbox"/>	Active Member Registration	\$225.00
<input type="checkbox"/>	Retired Music Teacher Registration	\$125.00
<input type="checkbox"/>	Non-member Registration	\$285.00
<input type="checkbox"/>	Non-member Retired Registration	\$125.00
<input type="checkbox"/>	Student NAfME Registration (must join NAfME through Collegiate Chapter and be a full time student)	\$45.00
<input type="checkbox"/>	Collegiate Non-member Registration (must be a full time student)	\$75.00
<input type="checkbox"/>	One Day Pass Active Member Registration	\$125.00
<input type="checkbox"/>	One Day Pass Non-member Registration	\$145.00
<input type="checkbox"/>	One Day Pass Retired Registration	\$75.00
<input type="checkbox"/>	Guest age 12-18	\$35.00
<input type="checkbox"/>	Guest over the age of 18 (<i>cannot be employed in the field of music</i>)	\$65.00
<input type="checkbox"/>	Student Ticket(s) to Manhattan Transfer Concert - Thursday night Present's Concert	\$15.00
<input type="checkbox"/>	Adult Ticket(s) to Manhattan Transfer Concert - Thursday night Present's Concert	\$25.00
<input type="checkbox"/>	Vocal Music Reading Packet (middle school/high school level only)	\$15.00
<input type="checkbox"/>	General Music Clinician Book	\$20.00
<input type="checkbox"/>	Attendance Certificate for Recertification (picked up in person noon-2:30pm on 1/26)	\$60.00

PURCHASED TICKETS REQUIRED FOR MANHATTAN TRANSFER CONCERT

Step #4 - Payment and Submission

Enter the total due by adding all sections **STEPS 2 & 3** (membership option and registration options) and placing total due in the box.

Pay with check or money order made payable to CMEA (**not NAfME**). **Purchase orders not accepted.**

If paying by credit card that is not in your possession, complete the credit card authorization form and submit with this form.

DO NOT MAIL THIS FORM!



On-Site Registration Instructions

1. CMEA Board policy states that to register as a CMEA/NAfME member your membership must be active through 6/30/19. If your membership expires before this date you must include the cost of membership with your registration form. To check on the status of your membership you may contact NAfME at 1-800-828-0229. You may also renew your membership directly with NAfME (please bring a printed confirmation to the conference or include this with your registration). If your membership expires after 2/1/19 but before 6/30/19 you must renew your membership with CMEA or NAfME. If you renew with NAfME you will need to bring a receipt for renewal to the conference or complete your renewal five business days prior to the conference. If you pay membership renewal to CMEA your membership renewal will be forwarded to NAfME on the 25th of the month of your expiration month for the months of February, March, April, May and June. January memberships and any membership that has expired prior to January 1st will be forwarded during the month of March. New memberships will be forward to NAfME during the month of March. If you pay your membership to CMEA and it expires after 6/30/19 you need to contact CMEA for a refund of this money. CMEA will not forward this money to NAfME as membership dues amounts change on July 1 of each year.
2. Complete one registration form for each person attending (please complete all sections). If registering on-line make sure that the name of the conference attendee is listed and not the person completing the process.
3. Only immediate family members can be registered as guests. Immediate family members are defined as a non-music teacher spouse, significant other, partner, or child over the age of 18.
4. Checks should be made payable to CMEA (**not NAfME**) for the complete amount. VISA, MasterCard, American Express or Discover are also accepted. NO school purchase orders will be accepted without the accompanying check or purchasing card. Forms are not accepted by FAX.



Credit Card Authorization Form

Complete this form and submit it with your on-site registration form if paying with a credit card that is not present.

email to officecmeaonline@gmail.com
FORMS ARE NOT ACCEPTED BY FAX!!

Payments are accepted by VISA, Master Card, American Express, or Discover Card only, enter complete information on lines below for orders of \$25.00 or more:

Name as it appears on the Credit Card: _____

Credit Card Number 4-digits per line: _____

expiration date _____

Credit Card v-code on back of card _____

Credit Card Billing Address _____

Credit Card Billing Zip Code _____

Phone number _____

Email _____

Total amount authorized to be charged: _____

Signature of authorized card holder: _____

Once your credit card is processed the Colorado Music Educators Association will attach a copy of your credit card receipt on the original paperwork and this Credit Card Authorization form will be immediately shredded. The Colorado Music Educators Association policy does not allow us to keep credit card numbers on file.