

**FAMB Foundation CEU Seminar Request and Contract**

**Fax to FAMB Headquarters (850) 942-4654    Questions: Melissa Grosvenor 800-289-9983**

**\*\*Seminars must have a minimum of twenty (20) participants.\*\***

Chapter: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*Course Requested: \_\_\_\_\_ CEU Hours: \_\_\_\_\_

\*Date of Seminar: \_\_\_\_\_ \*Time of Seminar: \_\_\_\_\_

**\*Location where seminar will take place:**

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**\*Mailing and contact information for shipment of Materials/Manuals:**

Ship to: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**\*REQUIRED ITEMS**

**Registration Information**

Professional & Affiliate members must purchase course manuals based on \$12 per manual. This cost must be prepaid at the time the reservation is made. Supporter & Non-member manuals are included in their registration fee. For on site registrations, a completed registration form and the seminar charge are to be collected and forwarded to Headquarters. All on site registration forms and unused materials must be returned to Headquarters within two (2) business days. A UPS return label will be included with your shipment for the return. Failure to comply may result in cancellation of future seminars.

NOTE: Chapters must check identification of each attendee. Requirement FS494 10/1/07.

**Marketing Assistance**

The Foundation will prepare the seminar registration form. Please provide any additional information requested on the form with this contract. The chapter is responsible for promotion of the event. Any cost for mailings must be borne by the chapter. The registration form will be posted on FAMB's website. The chapter can also request an e-mail promotion for which there is no charge.

**Attendance Requirement:**

Chapter seminars require a minimum of twenty (20) paid participants to qualify as a Foundation event. Four (4) business days prior to an event, the chapter president will be notified if registrations are below the required 20 participants. A decision to cancel or accept financial responsibility will be decided at that time. The Foundation will profit share with the chapter on a 50/50 basis of the gross revenue, excluding manual revenue for all Foundation events.

**Sponsorships**

No sponsorships of education seminars are allowed. See the Foundation Education Policies (pages 8 – 9) for allowable refreshment reimbursements.

NOTE: This contract shall not prohibit a chapter from seeking sponsorships of membership meetings and chapter events.

**\*\*NOTE:** A non-member's seminar charge may be credited toward membership on the day of the seminar. Please indicate on the membership application that a credit should be applied.

The undersigned acknowledges that they have read the Continuing Education Class Procedures and agree to all requirements stated above.

\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Date

We have confirmed the date requested. Your instructor will be \_\_\_\_\_  
A registration form for your seminar will be prepared and e-mailed to the chapter contact.

Approval Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

FAMB FOUNDATION CONFIRMATION: S:\Foundation\Legal File\Seminar Request Form 2008