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: ________________________________