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: ________________________________________________________________________________