



UNCF 73RD NATIONAL ALUMNI COUNCIL  61ST NATIONAL PRE-ALUMNI COUNCIL
LEADERSHIP CONFERENCE
 ATLANTA MARRIOTT MARQUIS AND ALUMNI SUMMIT

FEBRUARY 7-10, 2019

ALUMNI/AFFILIATE REGISTRATION FORM

| | |
|---------------------|------------------------------|
| NAME _____ | COLLEGE/ UNIVERSITY _____ |
| COLLEGE MAJOR _____ | YEAR OF GRADUATION _____ |
| ADDRESS _____ | SUITE _____ |
| CITY _____ | STATE _____ ZIP _____ |
| PHONE _____ | E-MAIL _____ |

AFFILIATION

- NAC UNCF STAFF NATIONAL ALUMNI ASSOCIATION INTER-ALUMNI COUNCIL
 COLLEGE PRESIDENT COLLEGE STAFF OTHER _____

ALUMNI REGISTRATION FEES

- | | |
|--|-----------------|
| <input type="checkbox"/> EARLY BIRD REGISTRATION – RECEIVED BY DECEMBER 31, 2018 | \$250 |
| <input type="checkbox"/> GENERAL REGISTRATION – RECEIVED AFTER DECEMBER 31, 2018 | \$300 |
| <input type="checkbox"/> ON-SITE REGISTRATION | \$325 |
| REGISTRATION FEE SUBTOTAL | \$ _____ |

INDIVIDUAL EVENT TICKETS

- | | | |
|--|-------------|-----------------|
| <input type="checkbox"/> ALUMNI SUMMIT FRIDAY | ___ @ \$125 | \$ _____ |
| <input type="checkbox"/> ALUMNI SUMMIT LUNCHEON (ONLY) | ___ @ \$90 | \$ _____ |
| <input type="checkbox"/> UNCF LEGACY AWARD GALA (ONLY) | ___ @ \$125 | \$ _____ |
| EVENT TICKETS SUBTOTAL | | \$ _____ |

TOTAL AMOUNT SUBMITTED **\$ _____**

PAYMENT INFORMATION

- Payments must be received by December 31, 2018 for early bird registration and January 18, 2019 for standard registration.
- No personal checks will not be accepted after January 18, 2019.

CHECK ENCLOSED (MAKE CHECK PAYABLE TO UNCF/NAC)

CREDIT CARD VISA MASTERCARD DISCOVER AMERICAN EXPRESS

CREDIT CARD NUMBER _____ CVC# _____ EXP _____

SIGNATURE _____

FULL REGISTRATION FEE INCLUDES:

- Relevant Workshops
- Alumni Summit Luncheon
- Empower Me Tour Friday
- Student Career Readiness Day
- Alumni Job Fair
- UNCF Legacy Award Gala
- Miss National UNCF Coronation

UNCF SCHOOL SPIRIT DAY Saturday, February 10, 2019
 WEAR YOUR SCHOOL T-SHIRT AND/OR PARAPHERNALIA

**MAIL REGISTRATION FORM
 WITH PAYMENT TO:
 UNCF/NAC**

**Attn: Kristina Broughton
 229 Peachtree Street, NE, Suite 2350
 Atlanta, GA 30303**

For more information, call Kristina Broughton at 404.302.8623, or email kristina.broughton@uncf.org

FOR OFFICE USE ONLY

CHECK NO. _____ CREDIT CARD AMOUNT RECEIVED _____ CONFIRMATION CARD MAILED ____/____/____ REGISTRAR'S INITIALS _____

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GENERAL INFORMATION

REGISTRATION

All attendees must be registered in order to participate in the activities of the conference. Badges and/or tickets will be required for admittance to all activities.

FEES

Early bird registrations will be accepted through Dec. 31, 2018. Registrations received after Dec. 31, 2018 must pay general registration fee. Registrations received after the Dec. 31, 2018 deadline unaccompanied by the general registration fee will be returned to the sender.

CANCELLATION POLICY

Often unavoidable situations arise which require cancellation of registration. Cancellations are due in writing by Jan. 18, 2019 in order to be eligible for a refund. The conference will process a refund minus a cancellation fee of \$50 if received by the Jan. 18, 2019 deadline. **NO REFUNDS WILL BE PROCESSED AFTER JAN. 18, 2019.**

NO-SHOW POLICY

Because of the administrative cost of registration and preparation of materials for each participant, no refunds will be given to persons not attending the conference or those who fail to properly cancel their registration prior to Jan. 13, 2019.

RETURNED CHECK POLICY

Checks that are returned due to insufficient funds or closure of the bank account will be subject to the amount of the check, the bank fees charged by the payee bank and an additional \$25 processing fee. One notice and a copy of the returned check will be sent with a request for a replacement payment by bank cashier's check or money order. Registrations related to the returned check will be cancelled if the replacement payment is not received within 15 business days from the date of the notice. The original check will be returned after the replacement payment is received and processed.

CREDIT CARD PAYMENT

Payments made by credit cards will be processed by UNCF. Refunds for credit card payments will be processed as a credit reversal to the credit card number charged. Checks will not be issued for credit card payment refunds.

ROOM RESERVATION

Reservations should be made directly with the Atlanta Marriott Marquis by calling and requesting the Reservations Department at 866.469.5475. The hotel requires that you secure your reservation for arrival after 4 p.m. with a major credit card. Cancellations can be made up to 72 hours prior to arrival. Reservations by attendees must be received on or before 5 p.m., Friday, January 18, 2019.

REGISTRATION OF DELEGATES

Each organization must be registered for the conference in order for a member of that organization to serve as a delegate. Registered delegates must complete and sign the credential form at the registration desk in order to receive delegate credentials. Registered members representing an organization will not be allowed to vote at the conference if the organization has not paid its annual membership dues.

CREDENTIALS FOR DELEGATES

Registered delegates and qualified officers must complete a voting credential form to be counted as an eligible voter at the conference. Alternate delegates will not be accepted from the conference floor. Delegates must be cleared at the credentials table prior to roll call for each day of the conference.

VOTING ELIGIBILITY

Pursuant to Article IV, Section 1(d) of the constitution and bylaws of the UNCF National Alumni Council, the following groups that are in good standing shall be entitled to have voting delegates at the annual conference of the NAC: 1) each Inter-Alumni Council shall be entitled to four voting delegates; 2) each national or general alumni association shall be entitled to three votes; 3) each director of alumni affairs of UNCF-member colleges/universities shall be entitled to one vote; 4) each member of the board of directors shall be entitled to one vote; 5) all past presidents of NAC shall have one vote; 6) the NPAC president, along with each of the NPAC regions, shall have one vote; 7) each affiliate organization shall have one vote; 8) the NPAC advisor shall be entitled to one (1) vote.

INCLEMENT WEATHER POLICY

No refunds will be issued to participants who are unable to attend the conference due to inclement weather unless the entire conference is cancelled. (In the event the entire conference is cancelled, UNCF shall issue a credit to the next year's conference.)

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