



UNCF 73RD NATIONAL ALUMNI COUNCIL

61ST NATIONAL PRE-ALUMNI COUNCIL

LEADERSHIP CONFERENCE

ATLANTA MARRIOTT MARQUIS

AND ALUMNI SUMMIT

FEBRUARY 7-10, 2019

PRE-ALUMNI REGISTRATION FORM

MEMBER INSTITUTION _____

PRIMARY CONTACT _____

TITLE _____

ADDRESS _____

SUITE _____

CITY _____

STATE _____

ZIP _____

PHONE (O) _____

PHONE (C) _____

EMAIL _____

ADDITIONAL CONTACT _____

TITLE _____

PHONE (O) _____

PHONE (C) _____

EMAIL _____

REGISTRATION FEES

REGISTRATION FEES

REGISTRATION FEE SUBTOTAL (PRE-ALUMNI) _____

@ \$160 \$ _____

REGISTRATION FEE SUBTOTAL (ADVISORS) _____

@ \$250 \$ _____

GENERAL REGISTRATION FEE (PRE-ALUMNI) _____

@ \$200 \$ _____ AFTER (12/31/18)

GENERAL REGISTRATION FEE (ADVISORS) _____

@ \$325 \$ _____ AFTER (12/31/18)

TOTAL AMOUNT SUBMITTED _____

\$ _____

☐ CHECK ENCLOSED☐ CREDIT CARD☐ VISA☐ MASTERCARD☐ DISCOVER☐ AMERICAN EXPRESS

CREDIT CARD NUMBER _____

CVC# _____

EXP _____

/ _____

/ _____

SIGNATURE _____

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**

REGISTRATION FEE INCLUDES:

- Engaging Workshops
- Empower Me Tour Friday
- Student Career Readiness Day
- UNCF Legacy Award Gala
- Miss National UNCF Coronation

UNCF SCHOOL SPIRIT DAY:

Saturday, February 9, 2019

WEAR YOUR SCHOOL T-SHIRT
AND/OR PARAPHERNALIA

STUDENT ATTENDEES

1. FIRST NAME _____

LAST NAME _____

MAJOR _____

GRADUATION YEAR _____

CELL PHONE _____

EMAIL _____

2. FIRST NAME _____

LAST NAME _____

MAJOR _____

GRADUATION YEAR _____

CELL PHONE _____

EMAIL _____

3. FIRST NAME _____

LAST NAME _____

MAJOR _____

GRADUATION YEAR _____

CELL PHONE _____

EMAIL _____

4. FIRST NAME _____

LAST NAME _____

MAJOR _____

GRADUATION YEAR _____

CELL PHONE _____

EMAIL _____

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UNCF.org/NAC.CONF2019

ADDITIONAL REGISTRATIONS

STUDENT ATTENDEES

5. FIRST NAME	LAST NAME
MAJOR	GRADUATION YEAR
CELL PHONE	EMAIL
6. FIRST NAME	LAST NAME
MAJOR	GRADUATION YEAR
CELL PHONE	EMAIL
7. FIRST NAME	LAST NAME
MAJOR	GRADUATION YEAR
CELL PHONE	EMAIL
8. FIRST NAME	LAST NAME
MAJOR	GRADUATION YEAR
CELL PHONE	EMAIL
9. FIRST NAME	LAST NAME
MAJOR	GRADUATION YEAR
CELL PHONE	EMAIL
10. FIRST NAME	LAST NAME
MAJOR	GRADUATION YEAR
CELL PHONE	EMAIL
11. FIRST NAME	LAST NAME
MAJOR	GRADUATION YEAR
CELL PHONE	EMAIL
12. FIRST NAME	LAST NAME
MAJOR	GRADUATION YEAR
CELL PHONE	EMAIL

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. 13, 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., Tuesday, 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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