

Nonprofit Center Registration

Please print clearly. Use a separate form for each participant and/or event.
Mail this form or register online, click Training, then Workshop Calendar at npcmilwaukee.org.

Organization: _____

Street Address: _____

City, State, Zip Code: _____

Participant Name: _____

Position: _____

E-mail Address: _____

Area Code & Phone Number: _____

Workshop Date & Title: _____

Fee (this workshop): \$ _____ Total Fees (multiple registration forms enclosed): \$ _____

Billing Contact (if different from above): _____

Billing Contact Email: _____

Method of Payment: Check Enclosed Charge to Mastercard/Visa/Discover Voucher/Credit

Credit Card Number: _____

Expiration Date _____ Customer Security Code (on back of card): _____

Name and/or Organization Name on Card: _____

Billing Street Address: _____

City, State, Zip Code: _____

Payment & Registration Information

- Registration and full payment are required prior to attending a workshop. Participants are not registered until payment is received.
- Registration and payment should be made at least 3 days prior to the workshop.
- Registration and payment may be made online or via phone, fax or regular mail using credit card, check, cash or voucher. Do not mail cash.
- If paying by credit card, register at npcmilwaukee.org (click Training, then Workshop Calendar), or mail or fax this form.
- If paying by check, please fill out this form and mail with your check payable to: Nonprofit Center of Milwaukee, 2819 W. Highland Blvd., Milwaukee WI 53208
- If paying with a voucher, include the original voucher or write the voucher number on the registration form.
- If registering and paying by phone, please have your credit card information available.
- Preregistered participants will receive an email one week prior to the workshop confirming registration.
- Registration and payment may be accepted at the door on the day of a workshop if you contact the Nonprofit Center in advance to confirm that the workshop is being held and space is available. Bring payment and completed registration form with you.

Cancellations, Refunds, Credits & Transfers

- Inclement weather: NPC workshops will be cancelled when the Milwaukee Public Schools are closed for inclement weather as announced by local news sources.
- If you cannot attend a workshop that you have registered for, cancellation deadline is 3 business days prior to the workshop. You may choose a refund or apply the amount paid to a future workshop. Cancellations made after the deadline are non-refundable.
- Refunds or credits will be offered for workshops cancelled by the Nonprofit Center.
- Paid workshop registrations may be transferred to another person within the same organization upon request.



Mail to Nonprofit Center of Milwaukee
2819 W. Highland Blvd., Milwaukee WI 53208

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info@npcmilwaukee.org