



New Jersey State League of Municipalities



**Registration, Invoice & Voucher
Certification Form**

**Management Workshop Program
Human Relations Series-Part 3**

What is the Management Workshop Program?

The League is partnering with a long-time professional manager, Matt Watkins, founder of NJ Community Solutions, LLC, and NJLM Labor Consultant to provide practical municipal management instruction. A total of five series will be offered. The following courses are part one of this series.

What is included?

	Course Rates
Per Workshop	\$250
Per Day (2 workshop held the same day)	\$475
Per Series (5 workshop total)	\$1,125
Entire Series (all 5 series, 25 courses in total – additional course dates will be announced later)	\$5,000

Special Discount and Course Pricing for Municipalities

Municipalities receive a 25% discount when 3 or more people from their municipality attend the same workshop.

Municipalities may also purchase a standard series, or the entire standard series (25 courses in total) and divvy the workshops up between different people from within their municipality - offering a per workshop cost savings.

The five series will include:

- General Management
- Labor Management
- Human Relations
- Council Relations
- Financial Management

For more information on this program, or the additional courses that will be offered, visit www.njlm.org/ManagementSeries.

Human Relations Series – Order Form

Each course will be offered on two different dates and at two different locations:

- Rowan at Burlington County Community College, Mount Laurel.
900 College Circle
Mount Laurel, New Jersey 08054
Classroom location: Votta Hall Room 131-New Location!
- Bergen County Community College @ The Meadowlands
1280 Wall Street West
Lyndhurst, NJ 07071
Classroom is C503

Select the courses and dates you would like to attend on pages 2 & 3 and indicate who will be attending.
Select all five courses at one location to receive the "per series" pricing.

Location 1: Rowan at Burlington County Community College, Mount Laurel

Tuesday, May 14

_____ **Health & Disability Management and Personnel Records (9:00 a.m. - 12:00 p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

_____ **Payroll Management (1:00 p.m. - 4:00 p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

Tuesday, May 21

_____ **FLSA and Paid Time Off Management (9:00 a.m. - 12:00 p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

_____ **Labor Contract Management (1:00 p.m. - 4:00 p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

Tuesday, May 28

_____ **Conducting Hearings (9:00a.m.-12:00p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

Location 2: Bergen County Community College, Lyndhurst

Wednesday, May 15

_____ **Health & Disability Management and Personnel Records (9:00 a.m. - 12:00 p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

_____ **Payroll Management (1:00 p.m. - 4:00 p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

Wednesday, May 22

_____ **FLSA and Paid Time Off Management (9:00 a.m. - 12:00 p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

_____ **Labor Contract Management (1:00 p.m. - 4:00 p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

Wednesday, May 29

_____ **Conducting Hearings (9:00a.m.-12:00p.m.)**

Name of Attendee(s): Title Email

Name of Attendee(s):	Title	Email

VENDOR			
<u>CLAIMANT'S CERTIFICATION AND DECLARATION</u>			
<p>I do solemnly declare and certify under the penalties of the Law that the bill/invoice statement is correct in all its particulars; that the materials have been furnished or services rendered as stated herein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.</p>			
01-01-24	21-6000935		Executive Director
Date	Federal I.D. #	Signature	Official Position
CERTIFICATION BY RECEIVING AGENCY		CERTIFICATION BY APPROVAL OFFICIAL	
<p>I, having knowledge of the facts, certify and declare that the materials have been received or the services rendered and are in compliance with the specifications or other requirements, and said certification is based on signed delivery slips or other reasonable procedures, or verifiable information.</p>		<p>I certify and declare that this bill/invoice statement is correct, and that sufficient funds are available to satisfy this claim. The payment shall be chargeable to: <u>if PO is REQUIRED, THEN THE PO# MUST BE NOTED!</u></p>	
_____		Appropriation Account(s) Charged	P.O. # - <u>MANDATORY</u> 
_____		Amount(s): \$ _____	_____
Signature _____		Signature _____	Date _____
Title _____		Title (CFO, Finance Director) _____	

Billing Contact and Contact in case of Cancellations:

Contact Person: _____

Municipality: _____

Address: _____ City: _____ State: _____

Zip: _____

Please Make Out Checks to:
 New Jersey State League of Municipalities Phone: 609-695-3481 ext. 111
 222 West State Street - Trenton, NJ 08608 Fax: 609-695-0151
 Email: sdelany@njlm.org

Cancellation Policy

If you are unable to attend these programs, you may transfer your registration to a colleague, or fax us **three working days PRIOR** to the seminar and we will be happy to issue a refund.

IN CASE OF INCLEMENT WEATHER OR CANCELLATION: We will announce emergency seminar or webinar cancellations via recorded announcement on our Weather Hotline: 609-695-3481 ext. 200 and post announcements on our website www.njlm.org Facebook page facebook.com/njleague, and Twitter [@NJ_League](https://twitter.com/NJ_League) after 6:00am on the morning of the meeting.

Please note: If an event is cancelled by the NJLM registration fees will be refunded in full. Modification of events will not be cause for refunds.