



## 2019-20 Athletic Department Administrative Assistant In-Service Registration

Even though some athletic department administrative assistants attend an AD In-service program each fall, the MHSAA is again this year offering an In-service specifically designed for Athletic Department Administrative Assistants. All meetings held at the MHSAA office, 1661 Ramblewood Dr, East Lansing. Lunch and refreshments included with registration.

In-Service content will include the following:

- A better understanding of MHSAA regulations
- MHSAA web site use and navigation
- MHSAA policies and procedures
- Questions and answers with MHSAA Staff
- Other topics (time depending) as suggested by attendees

**Choose from two dates (only register for one) \$20 per person**

Thursday Sept. 5, 2019 - 9:00 am - 1:00 pm  
(Attendance will be limited to the first 80 paid registrants)

-or-

Wednesday Sept. 11, 2019 - 9:00 am - 1:00 pm  
(Attendance will be limited to the first 80 paid registrants)

**DUE TO PARKING RESTRICTIONS PLEASE CAR POOL IF POSSIBLE**

Attendee Name: \_\_\_\_\_

School: \_\_\_\_\_ School ID: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (W) \_\_\_\_\_ Phone: (other) \_\_\_\_\_

Yes or No (mark one) I have attended a past in-service

Please mail registration with \$20, at least **10 days** in advance to:

Camala Kinder, MHSAA  
1661 Ramblewood Dr  
East Lansing, MI 48823  
Phone: 517-332-5046  
FAX: 517-332-4071  
[Camala@MHSAA.com](mailto:Camala@MHSAA.com)

Amount Enclosed: \_\_\_\_\_

Check Number: \_\_\_\_\_