

## INSTRUCTIONS FOR PO SUBMITTALS

Each PO must be submitted through the PO Submittal Portal at MAFLA.org - <https://mafla.org/about/membership/purchase-order/>

POs can be submitted any time before regular registration closes. However, registrations via PO are not eligible for Early Bird Prices.

All POs submitted must be Official Purchase Orders from the School District. Documents typed up requesting registrations are not acceptable. The **official PO NUMBER issued by the district** must be on the Purchase Order.

All Individuals included on the PO must be members of MAFLA to be registered.

Membership can be included on a Purchase Order but MAFLA prefers that Memberships and Event Registration be submitted on separate POs. Each individual who needs a membership or who needs to renew a membership must go online and submit a membership application or renewal. When they are asked to pay, they **DO NOT PAY**. The system will create an invoice which we will pay out against the PO.

NOTE: if the membership or renewal is being paid by a PO – DO NOT PAY BY CREDIT CARD

Membership Portal - [MAFLA - Membership \(wildapricot.org\)](http://MAFLA - Membership (wildapricot.org))

### CONFERENCE POs

**IMPORTANT** A Purchase Order for the Conference must include the name of each individual who is being covered by the PO. It also must include details of what optional events/services are included.

Examples:

Mary Moreno – Membership (\$45.00) – if not submitted on separate PO  
Conference Registration Friday/Saturday (\$225)  
Saturday Immersion Breakfast (\$40.00)  
Saturday Deep Dive Workshop (include title of workshop desired)  
Meals: No restrictions  
Total - \$310.00

Sam Baker – Pre-Conference Registration (\$175) 6-Hour workshop  
NOTE: the title of the workshop must be included on the PO.  
Meals: Vegetarian  
Total \$175.00

Gretchen Jones – Pre-Conference Registration (\$175.00) 6-hour workshop  
NOTE: the title of the workshop must be included on the P.O.  
Meals: Vegan  
Also 4-hour workshop (\$120.00)  
Total \$295.00

Ana Smith – Pre-Conference Registration (\$175.00) 6-hour workshop  
NOTE: the title of the workshop must be included on the P.O.  
Also 4-hour workshop (\$120.00)  
Also Conference Registration (Friday/Saturday) \$225),  
Saturday Deep Dive Workshop, included.  
NOTE: the title of the workshop must be included on the PO.  
Meals: Gluten Free  
Total \$520.00

Jim Murphy - Saturday only registration (\$100.00)  
NOTE: the title of the workshop desired must be included.  
Meals: No restrictions  
Total \$100.00

## **MEALS**

Most registrations include at least one meal. Any dietary restrictions must be included on the PO. If there are no dietary restrictions, that also must be stated as NO DIETARY RESTRICTIONS.

Dietary Options: Vegan, Vegetarian, Gluten Free, Dairy Free, No Restrictions.

**Friday Leadership Breakfast – \$35.00**

**Saturday Immersion Breakfast - \$40.00 (included with Saturday only registration)**

**AWARDS Luncheon - \$50.00**

POs can also include the cost of tickets for the Friday Leadership Breakfasts, the Saturday Immersion Breakfast and/or the Saturday Awards Luncheon. The PO must specify which individual(s) on the PO will be attending any/or all meals plus the cost of the meals desired.

**NOTE: DO NOT INCLUDE HOTEL ON POs SUBMITTED TO MAFLA. HOTEL RESERVATIONS MUST BE MADE DIRECTLY WITH THE HOTEL. LINK [HERE](#).**

**POs THAT DO NOT INCLUDE THE REQUIRED INFORMATION WILL NOT BE ACCEPTED  
IF YOU HAVE READ AND UNDERSTAND THE INSTRUCTIONS ABOVE,  
YOU CAN SUBMIT YOUR PURCHASE ORDER [HERE](#)**