

Florida Master Naturalist Instructor Registration Form

Office of Conferences and Institutes (OCI) is a full-service conference planning agency at the University of Florida, which coordinates the Florida Master Naturalist Program course scheduling, student material mailings, incentive check payments and Instructor/Student databases.

- 1) All Instructors must complete this form and submit it either online at the FMNP web site or by fax (*1-352-392-9734*) to the FMNP Conference Coordinator. Please PRINT faxed forms.
- 2) Instructors must be registered with OCI before they begin submitting course booking forms.
- 3) Instructors will be given a unique code, which they will enter on the course booking form to ensure that all courses are official.

Instructor's Information

Name: (first) _____ (last) _____ Title: (Dr./Mr./Ms.) _____

Organization: _____

Business Address: _____

City: _____ State: _____ County: _____

Business Phone: _____ FAX: _____

Instructor's Email: _____
(Assure accuracy important for all correspondence)

Incentive Check Information

Make Check payable to: _____
(organization)

Organization's Fiscal Personnel: (first) _____ (last) _____
(to whose attention the check will be mailed)

Organization's Federal ID #: _____

Business Address: _____
(if different than above if not write same as above)

City: _____ State: _____ Zip: _____

Business Phone: _____ FAX: _____

Fiscal Personnel's Email: _____

Official Use Only

Date form received: _____ Instructor Code: _____