



CGFOA 2017 Annual Conference
November 14 – 17, 2017
Hotel Elegante' Conference and Resort Center
Colorado Springs, Colorado

REGISTRATION INFORMATION

ALL registrations are processed through the Conference website and are completed online:

<http://www.cvent.com/d/r5qhwg>

A tentative program is on line at <http://www.cgfoa.org/Opportunities/AnnualConference.aspx>

Please be prepared to submit all of the required information as follows:

- Attendee contact information
- Guest information and meals (if applicable)
- Pre-conference seminar registration
- Payment information

Pricing and Discounts:

- **Scholarships:** Do not let price get in the way of attendance at the Annual Conference. CGFOA has a generous scholarship program. The application is included in this packet or can be found on the on-line conference page.
- **CGFOA member government attendee registration: \$425.00**
 - ✓ Register by Friday, October 6 for \$325.00 (receiving a \$100 discount)
 - ✓ Register between Saturday, October 7 and Tuesday October 31 for \$375.00 (receiving a \$50 discount)
 - ✓ Register after November 1st and pay \$425.00
- **Discount codes, FOR GOVERNMENT MEMBERS ONLY, are available, use all that apply at registration check out:**
 - **Volunteer** to assist at the Registration Desk (Code: Vol17) - \$50.00 discount
 - **First Time Attendee** at the Conference (Code: First) - \$50.00 discount
 - **CGFOA Board Member** or **Conference Committee Member** (Code: Board) - \$50.00 discount
 - **Panelist** at a session (Code: Panel) – more than one speaker at a session is considered a panelist, you may only take one panelist discount, no matter how many sessions you are doing, - \$50.00 discount
 - **Moderators** set up sessions for the conference (Code: Mod17) - only moderators who fulfilled the responsibilities of their duties by the requested deadlines can take this discount. You may only take one moderator discount regardless of how many sessions you are moderating - \$100.00 discount
 - **Speakers attend for free – there is no code, just register as a Speaker Attendee**
- **CGFOA member government attendee ONE DAY (Tuesday or Wednesday or Thursday) registration: \$325.00**
 - ✓ Register by Friday, October 6 for \$225.00 (receiving a \$100 discount)
 - ✓ Register between Saturday, October 7 and Tuesday October 31 for \$275 (receiving a \$50 discount)
 - ✓ One day rates are available for one day registrations only, you may not purchase two days for one person
- **CGFOA member government attendee HALF DAY (Friday) registration: \$225.00**
 - ✓ Register by Friday, October 6 for \$125.00 (receiving a \$100 discount)
 - ✓ Register between Saturday, October 7 and Tuesday October 31 for \$175 (receiving a \$50 discount)
 - ✓ One day rates are available for one day registrations only, you may not purchase two days for one person
- **Non-member government attendee registration: \$450.00 (no discounts)**
- **Refund policy:** A 75% refund will be issued for cancellations made prior to November 1. After November 1, no refunds are given. You may, however, transfer your registration to another person. Contact Administrator (administrator@cgfoa.org) for special circumstances.
- **All cancellations, modifications, transfers are done by you through your event registration confirmation.**



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HOTEL RESERVATIONS

Hotel Elegante' has set aside 638 room nights for our conference. The deadline to make reservations at our group rate is Wednesday, October 25, 2017. The room rate is \$97.00 per night (an additional \$10.00 for poolside rooms), plus all applicable fees and taxes.

The code to get the CGFOA rate is: **#635322**

Reservations can be made by calling 1-800-981-4012 or by going through the reservations link at:

<https://www.reseze.net/servlet/SendPage?hotelid=1410&skipfirstpage=true&page=635322>

Hotel Elegante' Conference and Event Center is located at 2886 S Circle Drive, Colorado Springs, CO 80906

Tax Exempt Information

If you are claiming tax-exempt status, the following is required:

A copy of a tax exempt certificate

Affidavit form, attached on pages 3 & 4

If paying with credit card please submit a copy of the front of the credit card.



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Standard Municipal Home Rule Affidavit of Exempt Sale

This form is required by home rule municipalities within the State of Colorado for any transaction on which an exemption from tax is claimed. The seller is required to maintain a completed form for each tax-exempt sale.

Furnish this form to the seller. Do not return this form to the taxing jurisdiction.

Purchase Details	<input type="checkbox"/> PURCHASE FOR RESALE - OR - <input type="checkbox"/> PURCHASE FOR WHOLESALE (QUALIFICATIONS MAY VARY BY JURISDICTION – SEE INSTRUCTIONS) STATE LICENSE NUMBER (NOT FEIN NUMBER): _____ ISSUING STATE _____ EXPIRATION _____ LOCAL LICENSE NUMBER (IF APPLICABLE): _____ ISSUING MUNICIPALITY: _____ <input type="checkbox"/> I AFFIRM ITEMS PURCHASED ARE FOR RESALE/WHOLESALE IN THE ORDINARY COURSE OF BUSINESS. INITIAL _____	
	<input type="checkbox"/> PURCHASE BY RELIGIOUS OR CHARITABLE ORGANIZATION (EXEMPTIONS MAY VARY BY JURISDICTION) STATE TAX EXEMPT NUMBER (NOT FEIN NUMBER): _____ LOCAL TAX EXEMPT NUMBER (IF APPLICABLE): _____ ISSUING MUNICIPALITY: _____ PAYMENT INFORMATION (REQUIRED TO MEET ONE OF THE FOLLOWING): <input type="checkbox"/> PAID BY CASH AND ACCOMPANIED BY A PURCHASE ORDER FROM THE ORGANIZATION <input type="checkbox"/> PAID BY CHECK DRAWN ON FUNDS OF THE EXEMPT ORGANIZATION <input type="checkbox"/> PAID BY PURCHASING CARD BEARING INFORMATION OF THE EXEMPT ORGANIZATION THE EMBOSSED NAME OF THE CARD IS: _____ <input type="checkbox"/> PAID BY COMMERCIAL CARD NOT A PERSONAL CREDIT CARD - CARD'S LAST FOUR DIGITS: _____	
	<input type="checkbox"/> PURCHASE BY FEDERAL, STATE, OR LOCAL GOVERNMENT CREDIT CARD NUMBER (FIRST SIX AND LAST FOUR ONLY): _____ - _____ XX-XXXX- _____ FEDERAL GOVERNMENT (PAYMENT INFORMATION - REQUIRED TO MEET ONE OF THE FOLLOWING): <input type="checkbox"/> GSA SMARTPAY2 CARD – FLEET CARD WITH PICTURE OF A ROAD AND FLAG <input type="checkbox"/> GSA SMARTPAY2 CARD – PURCHASE CARD WITH PICTURE OF A KEYBOARD AND FLAG <input type="checkbox"/> GSA SMARTPAY2 CARD – TRAVEL CARD WITH PICTURE OF AN AIRPLANE AND FLAG <input type="checkbox"/> GSA SMARTPAY2 CARD – INTEGRATED CARD WITH PICTURE OF AN EAGLE AND FLAG <input type="checkbox"/> DEPT OF INTERIOR AGENCY ISSUED CARD – AGENCY NAME _____ STATE AND LOCAL GOVERNMENT (PAYMENT INFORMATION - REQUIRED TO MEET ONE OF THE FOLLOWING): <input type="checkbox"/> PAID BY CASH AND ACCOMPANIED BY PURCHASE ORDER ISSUED BY THE GOVERNMENT AGENCY <input type="checkbox"/> PAID BY CHECK ISSUED BY AND DRAWN ON FUNDS FROM THE GOVERNMENT AGENCY <input type="checkbox"/> PAID BY GOVERNMENT PURCHASE CARD AS DESIGNATED ON THE CARD STATE TAX EXEMPT NUMBER PRINTED ON THE CARD (COLORADO ONLY): _____ <input type="checkbox"/> CHECK IF THE CARD STATES "FOR OFFICIAL STATE USE ONLY" OR "TAX EXEMPT"	
	<input type="checkbox"/> PURCHASE BY FOREIGN AND DIPLOMATIC EXEMPTIONS (REQUIRED TO MEET THE FOLLOWING): <input type="checkbox"/> PURCHASER PRESENTS A STATE DEPARTMENT ISSUED CARD WITH THE NAME/PHOTO OF THE BEARER ON THE CARD. IF PRESENTED WITH THIS CARD, DOCUMENTATION OF FORM OF PAYMENT IS NOT REQUIRED (EXCLUDING MISSION CARD).	
	<input type="checkbox"/> OTHER QUALIFIED EXEMPTION NATURE OF EXEMPTION: _____ EXEMPT NUMBER: _____	

Purchaser Information	LEGAL NAME OF COMPANY/ORGANIZATION/AGENCY NAME		PURCHASER NAME (PRINTED)	
	ADDRESS		CITY	STATE ZIP + 4
	PHONE	STATE / DRIVERS LICENSE #	DESCRIPTION OF NORMAL COURSE OF BUSINESS	
	Under penalty of perjury, I swear or affirm that the information on this form is true and correct as to every material matter. I affirm that the items purchased tax-exempt will be used for official business of the above-named organization or agency. I accept that I remain directly liable for the taxes and any applicable penalty or interest if my purchase is found to not qualify for the exemption or if the information asserted in this form is deemed fraudulent.			
	SIGNATURE		DATE	

Seller Verification	SELLER NAME	LOCATION #	DATE	TRANSACTION ID	EMPLOYEE ID# / INITIALS
	DESCRIPTION OF ITEMS PURCHASED OR ATTACH DUPLICATE RECEIPT/INVOICE				EXEMPTED AMOUNT OF PURCHASE
9/7/15 59 AM				3	



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Instructions for Standard Municipal Home Rule Affidavit of Exempt Sale

These instructions are specific to the jurisdiction in which this purchase has been made. Qualifying for an exemption may be different for each jurisdiction, and these instructions are not intended to set forth the requirements of any jurisdiction other than the one indicated.

General Instructions	<p>Purpose of Form This form is used to certify to sellers that a purchase qualifies for exemption under Article 7, Chapter 2 of the Colorado Springs City Code.</p> <p>Reminders Furnish to seller. This form should be furnished to the seller charging the tax. Do not send this form to the taxing jurisdiction. This form is not for organizations to request certification of their tax exempt status. Direct payment required. <u>Purchases must be billed to and paid directly by the funds of the organization or agency in order to qualify for exemption.</u> Payment in cash (without a purchase order) or by personal check or personal credit card disqualifies a purchase from exemption even if the purchaser is subsequently reimbursed. Purchases made on credit cards issued by the organization, but where the cardholder receives and pays the bill and is subsequently reimbursed, also do not qualify for exemption. Reimbursement disqualifies exemption. If the organization or agency will be reimbursed, in whole or in part, the purchase is disqualified from exemption. For example, the purchase of food for a banquet for which the organization sells tickets as a fundraiser would not qualify for exemption. Disputed tax must be collected. If there is a dispute between the purchaser and the seller as to whether tax applies, Section 2.7.401 of the City Code requires the seller to collect the tax. The seller should give the purchaser a receipt showing the tax collected. The purchaser may apply to the applicable municipality directly for a refund by filing a <i>Claim for Refund</i> form along with the appropriate documentation within 60 days of the date of the purchase. Signature required. The individual making the purchase must sign and date the form at the bottom. A separate affidavit is required for each transaction. General purchaser or store information may be completed in advance and kept on file by the seller or purchaser for ease of use.</p>	<p>Sellers have the burden of proving that a transaction is properly exempted. If an exemption is subsequently disallowed by the municipality, you (the seller) could be liable for the tax plus penalties and interest. This form is provided to help you determine if a sale qualifies for exemption. The sale is not exempt from taxes simply because this affidavit is completed. The responsibility for proper collection of taxes remains with the seller. You are encouraged to obtain this form for <u>each transaction</u> and complete <u>all</u> of the information in the lower <i>Seller Verification</i> section. Resale/Wholesale transactions – To qualify as an exempt purchase for resale or wholesale, the items purchased must be reasonably deemed to be for sale in the ordinary course of business of the purchaser. For resale/wholesale transactions the seller is required to not only collect the applicable license information, but to exercise sound judgment and a reasonable amount of skepticism to ensure the items purchased are reasonably for sale in the purchaser's ordinary course of business. For example, a restaurant would not be allowed to purchase dish soap for resale because restaurants do not sell dish soap in the ordinary course of business, but rather use the dish soap in the operation of the business. The affidavit needs to be completed in its entirety. Be sure information is complete, accurate and legible. Review the information, and particularly verify that the driver's license number and purchaser's name are correct. Also, be sure that the digits that are required from the credit cards are correct. <u>Only record and keep those digits from the credit card that the affidavit requires.</u> The signature of the purchaser should be the same as on the driver's license. Sellers should review guidance on accepting government credit cards. Not all cards qualify for exemption, even though they bear certain of the listed characteristics. Collection of this form does not provide a safe-harbor from disallowance by the municipality. Retain this form for at least 3 years.</p>
Purchaser Instructions	<p>Purchase details. Identify the accurate qualified exemption reason and complete the required information for that exemption. Purchaser information. Print the legal name of the organization or agency. Governmental agencies should include both the name of the government and the department or agency, for example, US Department of Transportation, Colorado Department of Education, or Adams County Human Services. Abbreviations such as "Dept." are acceptable but <u>do not use acronyms</u>. List the organization or agency mailing address, municipality, state, and zip code. Declaration of affiant. The individual making the purchase on behalf of the exempt organization or agency (the affiant) must complete the declaration. Separate form required. A separate affidavit is required for each transaction. For ease of use, Purchase Details and Purchaser Information may be completed in advance and the partially completed form kept on file by the purchaser for completion at time of each transaction. Signature. You are swearing, under penalty of perjury, to the accuracy of the statements made in this affidavit. Carefully read and ensure that you understand each item before signing this affidavit. After reviewing the form for accuracy, sign and date the form. Furnish this form to the seller. Do not send a copy to the municipality.</p>	<p>Charitable & Religious Organizations – The City of Colorado Springs provides an exemption for organizations that have been certified exempt under 501(c)(3) of the Internal Revenue Code. A Certificate of Exemption is issued to the organization when granted exemption by the City. A copy of the Certificate of Exemption should be retained with this completed Affidavit. For organizations located outside the City, a copy of the letter from the IRS certifying exemption as a 501(c)(3) organization may be accepted in lieu of a City issued Certificate of Exemption. Wholesale/Resale Transactions. Colorado Springs does not issue wholesale or resale licenses. However, a Resale <u>Certificate</u> may be issued to qualified businesses that make no taxable sales in Colorado Springs, but which need to purchase for resale without paying City sales tax. A copy of the Resale Certificate should be retained with this completed affidavit. Construction materials – This affidavit may not be used to purchase construction materials. The City of Colorado Springs does not exempt the purchase of materials by contractors performing a contract with a governmental entity (i.e. Federal, State, Local, including schools) or a Religious or Charitable organization. Contractors are deemed to be the end use of the construction materials and are not exempt from the payment of tax. The full text of the City of Colorado Springs Tax Code can be viewed at coloradosprings.gov</p>



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Pre-Conference Sessions - Tuesday, November 14, 2017

Below is an overview of the pre-conference sessions offered. More information including description and additional details are located on the event website, where you are required to pre-register for any of the pre-conference the events. Pre-conference sessions are included with a full registration, unless otherwise noted. You may pay with more than one credit card, so feel free to pay for the social events with a personal card or check – you just need to do that during the payment process.

8:00 AM – 10:00 AM

Excel Tips & Trick

8:30 AM – 12:00 PM

\$\$ CPFO Exam – Register through GFOA

10:15 AM – Noon

Excel Data Manipulation & Analytics

10:15 AM – Noon

GASB Update

Noon – 12:45 PM

Lunch – On-Your-Own

12:45 – 2:30 PM

Ethics – Psychology of Ethics

12:45 – 2:30 PM

Excel – Pivot Tables and Dashboards

1:00 – 4:30 PM

\$\$ CPFO Testing – Register through GFOA

3:00 – 5:00 PM

\$\$ Olympic Training Center Tour (\$10.00) \$\$ Air Force Academy Chapel and Grounds Tour (\$10.00)

\$\$ Glen Eyrie Castle and Grounds Tour (\$10.00) \$\$ Bristol Brewery & Pub/Ivywild School (\$10.00)

Garden of the Gods Hike

5:15 – 6:15 PM

Volunteer and Moderator Training

6:30 – 9:00 PM

Opening Ceremonies (Opening Event) at Hotel Elegante'



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There will not be a Silent Auction this year.

Charity Partner: Special Olympics Colorado

The mission of Special Olympics Colorado is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendships with their families, other Special Olympics athletes and the community.

Special Olympics Colorado provides more than 100 opportunities for athletes to train and compete each year in 22 sports for individuals ages 2 and up. Participation with other athletes, Unified partners (typically developing peers), coaches, sponsors and volunteers builds confidence and creates opportunities to participate as productive and respected members of society by increasing public awareness of the athletes' capabilities.

- Who Do We Serve in Colorado?
 - 21,118+ Athletes
 - 200+ Schools
 - 9,000+ Volunteers
 - 2,500+ Coaches
 - 1,200+ Law Enforcement
- Who Do We Reach in Colorado?
 - 110,000 P-16 Students
 - 25,000 Families and Friends of Athlete
- Who are SOCO athletes?
 - 47% of athletes are at or below the poverty line
 - 53% are above the poverty line
 - 61% identify as Caucasian, 31% identify as Latina/o, and 5% identify as African American, and 3% as Asian.
 - They live in urban centers and rural corners of the state
 - Athletes range in age from 2 to 21 years old
 - An average athlete visits 50 different physicians until she or he can find one that can meet their needs

About Us

Special Olympics was founded in 1969 on the belief that people with intellectual disabilities can, with proper instruction and encouragement, learn, enjoy and benefit from participation in individual and team sports. Through the power of sports, people with intellectual disabilities discover new strengths and abilities, skills and success. Our athletes find joy, confidence and fulfillment — on the playing field and in life. They also inspire people in their communities and elsewhere to open their hearts to a wider world of human talents and potential.

Changing Attitudes

Special Olympics is the leading voice in raising awareness about the abilities of people with intellectual disabilities.

Through sports, we showcase the skills and dignity of our athletes. We also bring together communities to see and take part in the transformative power of sports. We know the odds our athletes must overcome and the barriers they face every single day. We see this at training events and competitions as our athletes push to beat their personal bests — and exceed them.

We believe in a world where there are millions of different abilities but not disabilities.

Healthier Athletes

Special Olympics is also the world's largest public health organization for people with intellectual disabilities. Many of our athletes come to us with neglected health problems. At World Games and other events, we offer a wide range of free health exams and care.

Our goal is to bring better fitness, nutrition and healthier lifestyles to everyone involved in Special Olympics — from athletes and their families, to coaches and volunteers.

You may make a financial contribution directly to Special Olympics Colorado at the link below or bring your financial contribution to the Conference Registrations Desk and CGFOA will combine all contributions in one large check at the end of the Conference. Thank you for giving to our 2017 Charity Partner – Special Olympics Colorado!

<https://www.coloradogives.org/index.php?section=organizations&action=newDonation&fwID=27234>



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Volunteer Discount Opportunity

The 2017 Annual CGFOA Conference at Hotel Elegante' in Colorado Springs, Colorado needs volunteers to help out with Conference registration and other events.

Would you be willing to volunteer for one shift?

Requirements:

- ◆ Work one assigned shift
- ◆ Willingness to have fun and work hard
- ◆ Training session attendance from 5:15 p.m. to 6:15 p.m. on Tuesday, November 14
 - ✓ **We will continue to use the attendance tracking system we started using last year. The training will include both Volunteers and Moderators so that everyone can be trained on how to check people in with our new electronic scanner process. This training is important – please make every possible effort to be there - thank you! Those working the Tuesday afternoon shifts of 12 – 4 PM or 4 – 8 PM will be trained during their volunteer shift.**

Compensation: \$50.00 volunteer discount off your Conference Registration.

*Application Process: **Sign up for a shift when you register online** by the early registration deadline of October 7.*

You must choose at least three options and work the shift assigned to you in order to be eligible for the discount.

Volunteer Options include:

- *Registration Desk Volunteer Slots: **A variety of 3 – 4 hour time slots throughout the Conference.***
- *CPFO Exam Proctor: **Two four-hour volunteer slots available on Tuesday, November 15, morning or afternoon.***

