

2022 Professional Development Course 2

QuickBooks for Beginners

The TOI Education Program is pleased to offer several Professional Development Courses in 2022 for township officials and staff. The second program of the year is **Thursday, June 23, 2022**, at the TOI Office in Springfield and online. We are offering this as a **hybrid course**. The **in-person session** capacity is limited to 25 attendees; the cost is \$75 and includes lunch. The **online session** capacity is unlimited; the cost is \$25. The seminar is scheduled from 10am – 3pm to accommodate travel time.



All online registrants will receive the login link prior to the scheduled event.

This class is designed for individuals who are responsible for the Township bookkeeping processes who are relatively new to QuickBooks Desktop and would like a better understanding of how to use, customize, and navigate the software. This course is aimed at beginner QuickBooks Users.

Deadline to register is Thursday, June 16, 2022
Please fill in all information below and print clearly.

\$75 In-Person Course

\$25 Online Course

Name: _____

Township Position: _____

County/Township: _____

Address: _____

City, State, Zip: _____

Phone/Email: _____

Registration is \$75/person OR \$25/person, depending on course type. Refunds cannot be given for any cancellations received after the deadline to register.

Payment method: Check or Credit Card. Please make checks payable to Township Officials of Illinois.

Credit Card (Visa / MasterCard only) Card Number: _____ Exp: _____

Signature: _____

Return to the TOI office by fax at 217.744.7419, email to kayla@toi.org, or mail to 3217 Northfield Dr., Springfield, IL 62702.