Michigan Department of Treasury
4248 (Rev. 11-26)

Reset Form

Michigan Education Trust Presentation Request

To schedule a no-cost presentation on the Michigan Education (MET) Program and the Michigan Education Savings Program (MESP), email Kristina McIntyre Singh at McIntyreSinghk@Michigan.gov or call 800-638-4543. You may also complete this form and mail it to the address listed at the bottom. Note: MET reserves the right to cancel events due to staffing or weather conditions.

PRESENTATION EVENT TYPE

☐ Presentation, in-person ☐ Webinar ☐ Booth*

*If you select Booth, please complete the following:

Booth Set-up Time	Booth Tear Down Time	Booth Open Time

Please include any special parking and/or unloading instructions at least one week prior to event.

CONTACT INFORMATION

Name of School, Company or Business	This request qualifies your school to become a MET School Partner* ☐ Yes, I would like to opt in ☐ Not at this time
School District (if applicable)	
Event Contact Person	
Event Location (Address, City, State, ZIP Code)	
Event Contact Telephone Number	Email Address

DETAILED PRESENTATION INFORMATION

Event Name (ex. PTA Meeting)	
Number of Participants Expected (if known)	Is the event open to the public? ☐ Yes ☐ No
Provide any further details about the event, including availability of equipment for presentations and tables/chairs for booth events etc.	

List three preferred presentation dates:

1st Choice	2nd Choice	3rd Choice
Time of Event	How long would you like the presentation to be? (The average length for the PowerPoint presentation is 30 minutes to 1 hour)	

*All schools in Michigan are eligible to be a MET School Partner at no cost. Learn more about the School Partnership Program at https://bit.ly/schoolsandpartnerships.

Return completed form to:

Michigan Education Trust
Attn: Kristina McIntyre Singh
PO Box 30198
Lansing, MI 48909

Form can also be faxed to: 517-763-0124 or Emailed to McIntyreSinghK@Michigan.gov