



UNIVERSITY OF  
ARKANSAS



# Municipal Clerks Institute Workshop

## District 3 ~ Huntsville ~ April 21 – 22, 2016

*Don't miss this opportunity for first-rate, practical training in your profession!*

Network with other clerks from your area and across the state, discover new places within Arkansas, and gain valuable knowledge and skills related to your position.

Full participation in the education sessions will earn you 6 hours of credit toward certification as an IIMC Certified Municipal Clerk and/or Arkansas Certified Municipal Clerk.

### **Thursday, April 21**

- 3:00 pm Check into Ozark Natural Science Center
- 5:30 pm Dinner, followed evening activities led by ONSC staff

### **Friday, April 22**

- 7:30 am Program check-in & morning refreshments
- 8:00 am Welcome & Introductions
- 8:15 am **Internet Security, Technology in the Clerk's Office, Managing Cemeteries and other City Properties**
- 12:15 pm Lunch
- 1:00 pm **Municipal Law, Grants**
- 3:00 pm Wrap-up & Evaluations

### **Lodging & Meals**

Ozark Natural Science Center will provide all lodging and food for our workshop. The center is located in the Madison County Wildlife Management Area, amid 14,000 acres of gorgeous timberland and streams. The center includes lodge accommodations, a classroom facility and the Ewing Centre, featuring a dining hall, lounge and library. Check out <https://www.onsc.us/> for details about this beautiful facility.

We will be housed lodge-style, with 3 – 6 people per bedroom/bath area. Your ONSC fee includes both lodging and meals, which will be served in the center's dining hall. Go to <http://tinyurl.com/ONSC-reservation> and choose the "with lodging" option to make your reservation.

For Friday-only Participants: Choose the "without lodging" option at <http://tinyurl.com/ONSC-reservation>. Refreshments and lunch are not included in your workshop registration fee to the U of A.

### **Workshop Registration Fees**

Your registration for the workshop is not complete until you have sent your form and payment to the U of A. See the event registration form below. **Note that all participants must register with both ONSC and U of A.**

**Thursday & Friday: \$25 per person**

**Friday only: \$15 per person**

*Final schedule & information will be emailed 2 weeks before the start date.*

### **Scholarships**

ACCRTA offers scholarships for district workshop attendees. The deadline to apply for a scholarship to this workshop is **April 7**, so send in yours today! Apply now using the attached form or go to [www.accrta.org](http://www.accrta.org).



# District Workshop Scholarships

The executive board of the Arkansas City Clerks, Recorders and Treasurers Association (ACCRTA) awards scholarships for members to attend district-level Institute Workshops, which enable Arkansas clerks to further their educational training and attain certification.

Applicants must be city clerks, recorders, treasurers, deputy city clerks, or related titles at the time of application. Scholarships are available to all members. Preference is given to those within the district where the workshop is held, and who may not have participated previously due to budget constraints.

Completed scholarship applications should be returned to the ACCRTA Scholarship Committee chair:

Donna Stewart  
City Clerk  
P.O. Box 278  
Camden, AR 71711

### Scholarships Available

- \$25 tuition-only scholarship  
OR
- \$150 scholarship to assist with expenses for participants traveling over 100 miles and requiring an overnight stay

Direct questions to payroll.camden@cablelynx.com or 870-836-6436, fax 870-836-3369.

**DEADLINE: 30 DAYS PRIOR TO WORKSHOP START DATE**

## 2016 ACCRTA APPLICATION FOR INSTITUTE WORKSHOP SCHOLARSHIP ASSISTANCE

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Street Address/PO Box \_\_\_\_\_ Phone \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_  
 Date Assumed Present Position \_\_\_\_\_  
 How much does your municipality budget annually for your department for education? \$ \_\_\_\_\_  
**Why are you applying for this scholarship?** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Applying for:

Workshop Location: \_\_\_\_\_  
 Workshop Dates: \_\_\_\_\_

*By signing below, I attest that I am a current member of \*ACCRTA. I understand that any scholarship awarded must be used for the purpose for which it was intended. I must attend all sessions of the program for which I receive scholarship funds. I have attached written evidence that my chief executive or legislative body supports my attendance, and that if a scholarship is awarded, I will be given the time to attend. I attest that the information submitted with this application is true and correct to my best knowledge.*



Signature \_\_\_\_\_ Date \_\_\_\_\_

**DISCLAIMER: ACCRTA is not responsible for applications that do not reach the chairperson by the deadline. Please feel free to call or email for verification that your application was received.**

\*You must be a current member of the organization to receive scholarship funds. You may become a member at the time of application. However, your application will not be considered until membership is verified.

REGISTRATION FOR THE

**DISTRICT 3 MUNICIPAL CLERKS INSTITUTE WORKSHOP**  
**APRIL 21 - 22, 2016    HUNTSVILLE, ARKANSAS**

---

PARTICIPANT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

MUNICIPALITY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

WORK PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**PAYMENT INFORMATION**

**Make checks to U of A.**

\$25 Thursday & Friday       \$15 Friday only

Send an invoice for my fees. The purchase order number is \_\_\_\_\_.

[NOTE: An invoice will be mailed to you. Please pay from the invoice.

You may pay by check or credit card with this option.]

A check payable to University of Arkansas is enclosed for my fees.

Mail to:  
Municipal Clerks Institute  
MUSC-201 Attn: Kim Jones  
1 University of Arkansas  
Fayetteville, AR 72701

To register after April 15, contact Kim Jones  
([rimj@uark.edu](mailto:rimj@uark.edu) or 479-575-6491).

*Confirmation will be sent by e-mail two weeks before program date.*



UNIVERSITY OF  
ARKANSAS