



# Municipal Clerks Institute Workshop

## District 1 ~ Maumelle ~ April 26 – 27, 2018

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*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 can result in 6 hours of credit toward certification as an IIMC Certified Municipal Clerk and/or Arkansas Certified Municipal Clerk.

### Preliminary Schedule

#### Thursday, April 26

- 3:00 pm Check into lodging  
Evening activities and group dinner plans pending

#### Friday, April 27 ~ Park on the River (11903 Crystal Hill Rd)

- 7:45 am Program check-in & morning refreshments  
8:00 am Welcome & Introductions  
8:15 am Education Sessions: Human Resources Overview – Best Practices for Taking Minutes – Combating the Opioid Epidemic  
11:15 am Catered Lunch  
12:00 pm Education Sessions: FOIA – Fostering Good Council/Clerk Relations – Working with the Mayor's Office  
3:30 pm Wrap-up & Evaluations

### Lodging (2 options)

**Hampton Inn** 11920 Maumelle Blvd., Maumelle AR Call 501-851-6600 to make your reservation by April 1, 2018  
Mention the special code [ACCRTA Workshop](#) to get the group rate of \$94 + tax

**Holiday Inn** 200 Holiday Dr., Maumelle AR Call 501-851-4422 to make your reservation by March 27, 2018  
Mention the special code [ACCRTA Workshop](#) to get the group rate of \$82 + tax

### Registration Fees

**Thursday & Friday: \$75 per person** Includes: dinner, lunch, refreshments, all program materials & instruction.  
**Thursday dinner guests: \$25 each** Includes: 1 dinner plus evening activity.  
**Friday only: \$50 per person** Includes: refreshments, lunch, all program materials & instruction.

*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 **March 26**, 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:

Mitri Greenhill  
City Clerk  
304 S Maple  
Stuttgart, AR 72160

### Scholarships Available

- \$50 **tuition-only** scholarship  
OR
- \$150 scholarship to assist with expenses for participants traveling over 100 miles and requiring an overnight stay

Direct questions to clerk1@cebridge.net or 870-673-3535.

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

## 2018 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 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 of your application's receipt.**

\*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 1 MUNICIPAL CLERKS INSTITUTE WORKSHOP

APRIL 26 – 27, 2018 MAUMELLE, ARKANSAS

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PARTICIPANT'S NAME \_\_\_\_\_

TITLE \_\_\_\_\_

MUNICIPALITY \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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

EMAIL \_\_\_\_\_

## PAYMENT INFORMATION

**Make checks to U of A**

\$75 Thursday & Friday       \$50 Friday only       \$25 Thursday dinner guest

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

[NOTE: An invoice will be mailed to you. Please pay from the invoice, to the Treasurer's Office.  
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 20, 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