



# Municipal Clerks Institute Workshop

## District 2 ~ Star City ~ Oct 11 – 12, 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, October 11

- 3:00 pm Check into lodging at Star City Inn & Suites (1308 N Lincoln Ave)
- 4:00 pm Group dinner & evening activities

#### Friday, October 12

- 7:45 am Program check-in & morning refreshments
- 8:00 am Welcome & Introductions
- 8:15 am Education Sessions (topics tba)
- 11:15 am Catered Lunch
- 12:00 pm Education Sessions (topics tba)
- 3:00 pm Wrap-up & Evaluations

### Lodging

**Star City Inn & Suites**      1308 N Lincoln Ave, Star City      Call 870-628-6883 to make your reservation  
\$62 + tax for 1 bed or \$67 + tax for 2 beds

### 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 **September 11**, 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 2 MUNICIPAL CLERKS INSTITUTE WORKSHOP

OCTOBER 11 – 12, 2018    STAR CITY, ARKANSAS

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PARTICIPANT 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 October 5, 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