



Municipal Clerks Institute Workshop

District 4 ~ DeGray Lake SP ~ Mar 6 – 7, 2019

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

Wednesday, March 6

- 4:00 pm Check into lodging at DeGray Lake Resort State Park (2027 State Park Entrance Rd)
- 6:00 pm Group dinner & evening activities

Thursday, March 7

- Breakfast on your own
- 7:45 am Program check-in & morning refreshments at DeGray Room
- 8:00 am Welcome & Introductions
- 8:15 am Education Session: Taking the Helm in Benefits Administration: A Decision-Maker's Guide
- 11:15 am Lunch
- 12:00 pm Education Sessions: topics in progress
- 3:00 pm Wrap-up & Evaluations

Lodging: **DeGray Lake Resort State Park 2027 State Park Entrance Road, Bismarck AR 71929**
Call 501-865-5851 to make your reservation by Feb 6
\$94 single/double occupancy + tax

Registration Fees

Wednesday & Thursday: \$75 per person Includes: dinner, lunch, refreshments, all program materials & instruction.
Wednesday dinner guests: \$25 each Includes: 1 dinner plus evening activity.
Thursday 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 **February 6**, so send in yours today! Apply now using the attached form or go to 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

2019 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 4 MUNICIPAL CLERKS INSTITUTE WORKSHOP
MARCH 6 – 7, 2019 DEGRAY LAKE RESORT STATE PARK, ARKANSAS

PARTICIPANT NAME _____

TITLE _____

MUNICIPALITY _____

ADDRESS _____

CITY, STATE, ZIP _____

WORK PHONE _____

EMAIL _____

PAYMENT INFORMATION

Make checks to U of A

\$75 Wednesday & Thursday \$50 Thursday only \$25 Wednesday 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 Feb 25, contact Kim Jones
(rimj@uark.edu).

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



UNIVERSITY OF
ARKANSAS