



# Municipal Clerks Institute Workshop District 2 ~ Conway ~ April 18-19, 2024

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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. Those seeking Academy credit will receive 3 hours.

## **Preliminary Schedule** (*subject to change*)

### **Thursday, April 18**

- 4:30 pm Meet in hotel lobby to carpool
- 5:00 pm Meet at Chamber of Commerce (900 Oak St) for guided downtown walking tour and dinner at Mike's Place

### **Friday, April 19**

- 8:30 am Program Check-in at Conway Chamber of Commerce (900 Oak St)
- 8:45 am Welcome & Introductions
- 9:00 am Education Sessions: Clerk's Survival Kit – Policies & Procedures
- 12:00 am Catered Lunch
- 12:30 pm Education Sessions: Internal Controls – Working Together – Upcoming Legislative Topics
- 3:30 pm Wrap-up & Evaluations

**Lodging** Hilton Garden Inn (805 Amity, Conway, AR 72032) – 501-329-1444 or [RESERVATION LINK](#)  
Nightly rate \$114 plus 13.125% tax rate). Free breakfast included.  
Deadline for room reservations is March 18, 2024.

## **Registration Information**

**Thursday & Friday: \$75 per person** Includes: Thursday dinner and activities, Friday lunch, refreshments, all program materials & instruction.

**Friday only: \$50 per person** Includes: Refreshments, lunch, all program materials & instruction.

**Thursday Dinner Guest: \$20**

**[REGISTER](#)** <-- **Enroll online.** Pay by credit card or check. Check instructions will be on your confirmation email.

Registration is open until April 15. To register after this date, contact Nastassja Riley ([cms@uark.edu](mailto:cms@uark.edu)).

## **SCHOLARSHIPS**

ACCRTA offers scholarships up to \$150 to help members offset travel and training costs.  
Contact Scholarship Chair Denise Juniel for a scholarship form ([minspgstr2021@gmail.com](mailto:minspgstr2021@gmail.com) or 870-287-4221).  
Scholarship applications are due by March 29, 2024.



# District Workshop Scholarships

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

Denise Juniel  
Recorder/Treasurer  
City of Mineral Springs  
PO BOX 129  
Mineral Springs, AR 71851  
Direct questions to 870-287-4221 or 870-200-1275  
[minspgstr2021@gmail.com](mailto:minspgstr2021@gmail.com)

## Scholarships Available:

\$75.00 tuition-only scholarship

\$150.00 scholarship to assist with expenses for participants traveling over 100 miles and requiring an overnight stay

DEADLINE: 30 days prior to workshop start date

\$75.00 tuition-only scholarship

OR

\$150.00 scholarship to assist with expenses for participants traveling over 100 miles and requiring an overnight stay **DEADLINE:** 30 days prior to workshop start date.

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.

**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 receipt.**

## 2024 ACCRTA APPLICATION FOR INSTITUTE WORKSHOP SCHOLARSHIP ASSISTANCE

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ 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?

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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 the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*You must be a current member of the organization to receive scholarship funds. You may become a member at the time of application by contacting ACCRTA Treasurer Diane Whitbey (DWhitbey@nlr.ar.gov). However, your application will not be considered until membership is verified.**

