



# Municipal Clerks Institute Workshop

## District 4 ~ Mena ~ August 8-9, 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.

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

#### **Thursday, August 8**

5:00 pm Meet at hotel lobby for city tour and dinner at The Ouachitas

#### **Friday, August 9**

7:45 am Breakfast & Program Check-in at U of A Rich Mountain (1100 College Drive, Mena AR)

8:00 am Welcome & Introductions

8:15 am Education Sessions: Municipal Accounting Basics – Policy & Procedure Development

11:15 am Catered Lunch

12:00 pm Education Sessions: Agendas & Minutes – Relevant Roundtables - Leadership

3:00 pm Wrap-up & Evaluations

**Lodging** Sun Country Inn (1309 Highway 71 N, Mena AR) – 1-877-7477  
nightly rate \$119 single, \$129 double, plus 14.5% tax

### **Registration Information**

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

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

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

Registration is open until August 2. 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. Use the attached form. Contact Scholarship Chair Penny Lamb with questions ([murfreesboro clerk@yahoo.com](mailto:murfreesboro clerk@yahoo.com)).



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

Penny Lamb, CAMC, CMO  
Recorder/Treasurer  
City of Murfreesboro  
805 N. Washington Ave.  
Murfreesboro, AR 71958

Direct questions to 870-285-3732 or [murfreesboroclerk@yahoo.com](mailto:murfreesboroclerk@yahoo.com)

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.

### Scholarships Available:

- \$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.

### 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?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am applying for District # \_\_\_\_\_ Workshop.

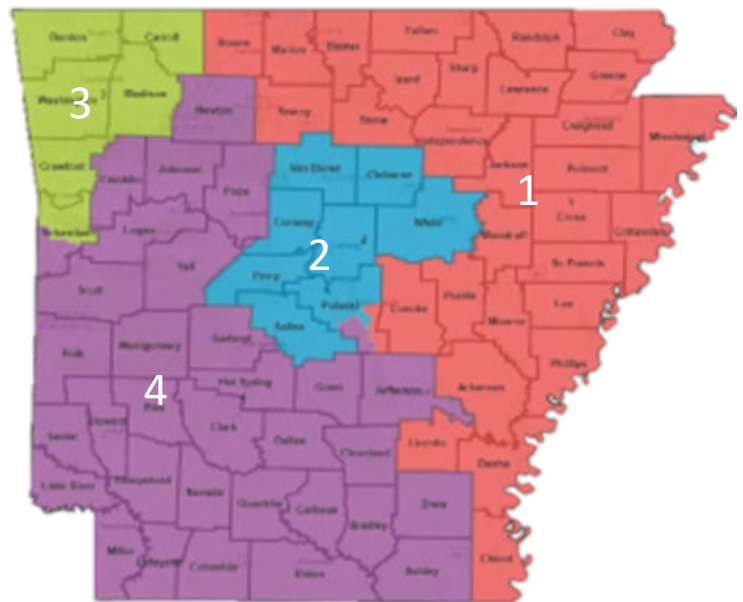
Workshop location: \_\_\_\_\_

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 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. However, your application will not be considered until membership is verified.

**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.