OUTREACH AND ADULT ACCESS
UNIVERSITY OF WISCONSIN - GREEN BAY
2420 NICOLET DRIVE
GREEN BAY, WISCONSIN  54311-7001

2012 MUNICIPAL CLERKS AND TREASURERS INSTITUTE
Held at the KI Convention Center, Green Bay WI

FINAL INSTRUCTIONS

Registration – Registration is in the KI Convention Center attached to the Hyatt on Main on Sunday, July 8, from 6:30 to 7:30 p.m. Registration will continue Monday morning 7:00 to 8:00 a.m. “New” First Year Clerks and Treasurers will have a special Sunday registration 4:00 to 4:30 p.m.

Parking – If you are staying at the Hyatt on Main you will receive a free parking pass at check in. Your parking pass will be good for the hotel parking lot and for the Washington Commons parking ramp, which is located across the street. Commuters are required to park across the street in the Washington Commons parking ramp. Parking costs are: $.55 per hour. There is no charge for Sunday parking.

Attendance will be taken in all classes. If you are not present when attendance is taken, be sure you inform the instructor so you will not be marked absent. If you are marked absent, you will not receive the CEU hours for the class. Please arrive on time to the sessions and return promptly after break.

Directions – The Hyatt on Main is located at 333 Main St., Green Bay. Please see the Hyatt on Main website for directions at www.greenbay.hyatt.com. Bring your tax exempt letter to receive tax exempt status.

Clarion Hotel Check-In - If you are staying at the Clarion Hotel remember to bring your tax exempt letter to receive tax exempt status. Address for the Clarion is 201 Main Street, Green Bay. Please see their website at www.greatlakesinn.com. Please come to the KI Center which is across the street to register for the Municipal Clerks and Treasurers Institute.

Business Cards – Bring your business cards. You’ll be meeting lots of new people. It’s a great place to network.

Cell Phones – Cell phones and texting should be limited to outside of class time. Cell phones are to be turned off or on vibrate during class.

Certification Venue: Please be aware you are earning continuing education hours leading to your certification. This is an academic venue and requires your full attention. Activities including reading, puzzles, knitting, whispering, texting, cell phone use and alike should be done outside of class time.

What’s Happening Bulletin Board – Our Institute students are encouraged to post what they are doing in the evening on the What’s Happening bulletin board. If you are planning on going out for the evening and would enjoy others to accompany you, please use our message board to let others know they are welcome to come. Please don’t spend the evening in your room alone. There are plenty of people who would like to spend time and get to know you.

Clothing – Wear business casual attire to class and dress in layers. Be sure to bring a sweater or sweatshirt as hotel air conditioning is often uneven and one room may be warm and the next cool. Also keep in mind Northeastern Wisconsin’s sudden changes in weather. Our classrooms are typically COLD. The banquet on Thursday evening is business dress.

College Credit Information – will be available throughout the week. Stop by UW-Green Bay’s table to learn more about this opportunity. We will have a session on Tuesday to give information on how to earn a college degree.
Institute Assignments

Review and bring materials requested. Keep this form for your information.

**Suggested Things to Bring:**
- Bring your business cards
- Note pad for note-taking
- Bring colored highlighters and pens
- Book bag/tote to carry your class binder

**Second-Year Clerks:**
- **Tax Collection & Settlement** - Bring a hand-held calculator that displays 9 digits.
- Bring any tips that have made your tax prep, collection and settlement better; if spreadsheets are involved email them to Cathy at hasslinger@town.dunn.wi.us.
- **Tax Preparation** - Bring a hand-held calculator that displays 9 digits.
- Bring any tips that have made your tax prep, collection and settlement better; if spreadsheets are involved email them to Cathy at hasslinger@town.dunn.wi.us.
- **Building More Collaboration in Your Municipality** - You have been sent an assignment that needs to be returned as soon as possible (for those who chose it).
- **Understanding Financials and GASB Updates** - Bring 2011 financial statements (for those who chose it).

**Third-Year Clerks:**
- **Website Design** - Bring information on a flash drive to build your website. Some examples would be photos, PDFs of meeting minutes and information about your municipality.
- **Forecasting** - Bring a flash drive to save your work.
- **Send in press release information for graduation announcement**
- **Building More Collaboration in Your Municipality** - You have been sent an assignment that needs to be returned as soon as possible (for those who chose it).
- **Understanding Financials and GASB Updates** - Bring 2011 financial statements (for those who chose it).
- **Creating Flyers and Brochures** - Bring a flash drive to save your work.

**Clerks Completion:**
- Send in press release information for graduation announcement.

**First-Year Treasurers:**
- **Intro to Government Financial Statements** - Bring audited financial statements from 2011 (if you are a village or city).
- **Government Accounting Essentials** - Bring audited financial statements from 2011 (if you are a village or city).
- **Tax Collection & Settlement** - Bring a hand-held calculator that displays 9 digits.
- Bring any tips that have made your tax prep, collection and settlement better; if spreadsheets are involved email them to Cathy at hasslinger@town.dunn.wi.us.
- **Tax Preparation** - Bring a hand-held calculator that displays 9 digits.
- Bring any tips that have made your tax prep, collection and settlement better; if spreadsheets are involved email them to Cathy at hasslinger@town.dunn.wi.us.
- **Cash Management & Investments** - Bring a calculator.

**Second-Year Treasurers:**
- **Building More Collaboration in Your Municipality** - You have been sent an assignment that needs to be returned as soon as possible (for those who chose it).
- **Understanding Financials and GASB Updates** - Bring 2011 financial statements (for those who chose it).
- **Communicating Your Fiscal Position to Your Board** - Bring your quarterly report given to your board.
Third-Year Treasurers:

- **Website Design**–Bring information on a flash drive to build your website. Some examples would be photos, PDFs of meeting minutes and information about your municipality.
- **Forecasting**–Bring a flash drive to save your work.
- **Send in press release information for graduation announcement.**
- **Building More Collaboration in Your Municipality**–You have been sent an assignment that needs to be returned as soon as possible (for those who chose it).
- **Understanding Financials and GASB Updates**–Bring 2011 financial statements (for those who chose it).
- **Communicating Your Fiscal Position to Your Board**–Bring your quarterly report given to your board.
- **Creating Flyers and Brochures**–Bring a flash drive to save your work.

Treasurer Completion:

- **Intro to Government Financial Statements**–Bring audited financial statements for 2011 (if you are a village or city).
- **Government Accounting Essentials**–Bring audited financial statements for 2011 (if you are a village or city).
- **Website Design**–Bring information on a flash drive to build your website. Some examples would be photos, PDFs of meeting minutes and information about your municipality.
- **Forecasting**–Bring a flash drive to save your work.
- **Send in press release information for graduation announcement.**
- **Understanding Financials and GASB Updates**–Bring 2011 financial statements (for those who chose it).
- **Building More Collaboration in Your Municipality**–You have been sent an assignment that needs to be returned as soon as possible (for those who chose it).
- **Communicating Your Fiscal Position to Your Board**–Bring your quarterly report given to your board.
- **Creating Flyers and Brochures**–Bring a flash drive to save your work.
ATTENTION: First-Year Students!!!
A Leadership Opportunity for Certification

The Clerks and Treasurers Institute is YOUR institute! I need your input to continue improving the quality of the program. Please consider being a part of my Advisory Board. Kassie

CLERKS AND TREASURERS ADVISORY BOARD

General Duties
The Clerks and Treasurers Institute Advisory Board is composed of representatives from all eight Institute tracks. It is an opportunity to really make a difference in clerk/treasurer education and improve your leadership skills. Members of the board are given the opportunity to give input and review the courses offered at the Institute and lead projects.

Length of Time
There is a three year commitment which requires attendance at two meetings per year (1-fall & 1-spring) the first and second years and 1 meeting (fall) the third year.

Selection Process
The annual selection of the First-Year Advisory Committee members is conducted during the week of the Institute. The Second-Year members facilitate the selection of fourteen new representatives, comprised of seven clerk and seven treasurer students from our First-Year Clerk and Treasurer classes. The decisions will be announced immediately following lunch on Wednesday.

How to Apply
To become a board member all you have to do is fill out the application form which is at the Institute Office or ask your advisory board member. The form is quick and easy.

Meetings
The Advisory Board meets twice a year -- an all-day fall meeting in September or October and a half-day meeting in March or April.

1. **Full-day (10:00 a.m. to 3:30 p.m.) Fall Meeting - lunch is served**
   At the fall meeting, the Committee reviews the previous summer’s Institute. Your classmates will have rated each session and instructor. After you review the summary of evaluations, you will be asked to consider the length of the session, relevance of materials to your position, and the instructor's presentation. You will make recommendations for new sessions and instructors for the next Institute.

2. **Half-day (9:30 a.m. to 12:30 p.m.) Spring Meeting - lunch is on your own**
   At the spring meeting, your committee will plan their Institute activities. Some of the responsibilities are the welcoming of “new” students and the process to select the “new” Advisory Board.
WEEK AT A GLANCE

Daily
6:30-8:00 a.m. – Full breakfast is included for all Hyatt on Main guests. Other attendees may purchase breakfast tickets at the hotel’s registration desk.

8:00 a.m. – Classes begin promptly.

12:00-12:45 p.m. – Lunch

Morning refreshments will be coffee, hot chocolate and tea.

Afternoon refreshments will include beverage and snack.

Sunday
4:00-4:30 p.m. – First Year Registration (new clerks and treasurers only)

4:30-5:30 p.m. – First Year Welcoming Reception (new clerks and treasurers only: VERY IMPORTANT)

5:30-6:30 p.m. – First Year Welcoming Banquet (new clerks and treasurers only)

6:30-7:00 p.m. – Orientation (new and returning clerks and treasurers)

6:30-7:30 p.m. – Institute Registration

7:00-8:00 p.m. – Information Session on certificates that can be earned (VERY IMPORTANT) all students

Monday
7:00-8:00 a.m. – Institute Registration

8:00 a.m.-5:00 p.m. – Classes

11:30 a.m.-3:00 p.m. – UW-Green Bay’s Eric Craver information on earning a bachelor’s degree.

5:00-6:00 p.m. – Institute Social Mixer – Hors d’oeuvres will be served. A cash bar will be available.

Tuesday
8:00 a.m.-5:00 p.m. – Classes

11:30 a.m.-3:00 p.m. – UW-Green Bay’s Eric Craver to give information on earning a bachelor’s degree.

12:15-12:45 p.m. – Information Session on earning a bachelor’s degree with Eric Craver.

5:40 p.m. – Tuesday Night Outing – Cosmic Bowling. Buses load at 5:40 p.m. (Optional event)

Wednesday
8:00 a.m.-5:00 p.m. – Classes

• MOCK ELECTIONS C1 (first year clerks) 5:30- 8:30 p.m.

• ELECTIONS UNPLUGGED (optional) 5:30-7:30 p.m.

11:30 a.m.-3:00 p.m. – UW-Green Bay’s Eric Craver to give information on earning a bachelor’s degree.

Thursday:
8:00 a.m.-5:00 p.m. – Classes

5:15-6:30 p.m. – Class Photos – Please check on the bulletin board for your class time.

6:45-9:00 p.m. – Graduation Banquet and Ceremonies

Friday:
8:00-10:30 a.m. – Class – Institute Complete
Press Release

Return this form ASAP
(Deadline: Friday, July 6, 2012)

Name: ______________________________________________________________

Municipality: _________________________________________________________

Phone: _________________________________

Class: ________________________________

Third-Year and Completion Students:

Graduation Press Release

Newspaper: __________________________________________________________

Address: __________________________________________________________________

Or e-mail address ______________________________________________________

Newspaper: __________________________________________________________

Address: __________________________________________________________________

Or e-mail address ______________________________________________________

If you prefer you may e-mail in your Graduation Press Release Information at:

hischker@uwgb.edu.

Return all forms to:

Rachel Hischke, Program Assistant
Division of Outreach and Adult Access, CL204
University of Wisconsin-Green Bay
2420 Nicolet Drive
Green Bay, WI 54311-7001
(800) 621-2313 or (920) 465-2642
E-mail: hischker@uwgb.edu
FAX: 920-465-2643