



Press Release

Return this form TODAY.*
(Deadline: Friday, July 2, 2010)

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.

Return all forms to:

Diane Schneider, Program Assistant
Office 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: schneidd@uwgb.edu
FAX: 920-465-2643



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 Settlement & Collection* - 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 Roz at grassfarmer@huges.net
- _____ *Tax Roll 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 Roz at grassfarmer@huges.net

Third-Year Clerks:

- _____ *Ethics and Conflicts of Interest* – Pre-reading assignment
- _____ *Website Design* – Bring information to build your website. Some examples would be photos, meeting minutes, and information about your municipality.
- _____ Send in press release information for graduation announcement

Clerks Completion:

- _____ Send in press release information for graduation announcement

First-Year Treasurers:

- _____ *Intro to Government Financial Statements*-Bring audited financial statements for most recent year available (**if you are a village or city**)
- _____ *Government Accounting Essentials*-Bring audited financial statements for most recent year available (**if you are a village or city**)
- _____ *Tax Settlement & Collection* - 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 Roz at grassfarmer@huges.net
- _____ *Tax Roll 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 Roz at grassfarmer@huges.net
- _____ *Cash Management & Investments*-Bring a calculator

Second-Year Treasurers:

- _____ *Colors: Leadership & Understanding Personality Types*-Bring a calculator

Third-Year Treasurers:

- _____ *Ethics and Conflicts of Interest* – Pre-reading assignment
- _____ Send in press release information for graduation announcement
- _____ *Website Design* – Bring information to build your website. Some examples would be photos, meeting minutes, and information about your municipality.

Treasurer Completion:

- _____ Send in press release information for graduation announcement
- _____ *Intro to Government Financial Statements*-Bring audited financial statements for most recent year available (**if you are a village or city**)
- _____ *Government Accounting Essentials*-Bring audited financial statements for most recent year available (**if you are a village or city**)
- _____ *Cash Management & Investments*-Bring a calculator
- _____ *Website Design* – Bring information to build your website. Some examples would be photos, meeting minutes, and information about your municipality.

Calling for First-Year Students!!!



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

Municipal Clerks and Treasurers Institute ADVISORY BOARD

General Duties

The CTI Advisory Board is composed of current Institute students and the WMCA and MTAW liaisons. These people serve as the critical link to the continuing education needs of Wisconsin municipal clerks and treasurers. The committee provides current information to the Director who uses this information to determine the content, instructor selection, etc. of the Institute. In addition, each class is responsible for specific activities during the Institute.

Term

The term for Advisory Committee members is three to four years (four years if the member attends the Completion track).

Selection Process

The annual selection of the First-Year Advisory Committee members is conducted during the week of the Institute. The Second-Year members will facilitate the selection of fourteen new representatives, comprised of seven students from the First-Year Clerk and Treasurer classes. The seven students from each class will have at least one representative from a city, town, and village. By having representation from all three categories of municipalities, the Institute is able to offer education on current issues that meets the needs of all types of communities. The decisions will be announced immediately following lunch on Wednesday.

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

Third-year and Completion members do not attend this meeting. The focus is on the responsibilities of the Advisory Board during the upcoming Institute.

At the spring meeting, you will review and discuss the class schedule for the Institute. Time will be given to each class committee to plan their Institute activities. First-Year (upcoming Second-Year) members discuss plans for welcoming incoming First-Year students, discuss the selection process to the Advisory Board, and make preparations for the newsletter. Second-Year (upcoming Third-Year) students begin preparations for Sunday's registration, answer any questions the First-Year Board members may have, and devise a plan on contacting Second-Year returning students they mentored the previous year.



**OUTREACH AND EXTENSION
UNIVERSITY OF WISCONSIN - GREEN BAY
2420 NICOLET DRIVE
GREEN BAY, WISCONSIN 54311-7001**

2010 MUNICIPAL CLERKS AND TREASURERS INSTITUTE

FINAL INSTRUCTIONS

Registration – Registration is in the KI Center attached to the Hotel Sierra on Sunday, July 11, from 6:30 to 7:30 p.m. Registration will continue Monday morning 7-8 a.m. **“New” First Year Clerks and Treasurers will have a special Sunday registration 4:00-4:30 p.m.**

Parking – If you are staying at the Hotel Sierra 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 – Attendance will be taken in each class. If you are marked absent, you will not receive credit for the class. One hundred hours are required to graduate from the Institute. Missing classes will prevent you from graduating and completing your certificate requirements.

Directions – The Hotel Sierra is located at 333 Main St., Green Bay. Please see the Hotel Sierra website for directions at www.hotel-sierra.com. Bring your tax exempt letter to receive tax exempt status.

Holiday Inn Check-In - If you are staying at the Holiday Inn remember to bring your tax exempt letter to receive tax exempt status.

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 during class.

There is no reading, doing puzzles, knitting, disturbing whispering, texting, cell phone use, and alike during our classes. If reported you may be asked to leave.

Institute Office and Messages – UW-Green Bay’s personnel will staff the Institute office in the KI Center. Messages will be posted on the board outside our office. If there is an urgent call we will go to your classroom.

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 clothing 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.

Certificate Information – MTAW, WMCA, and IIMC certificate information will be available all week at tables set up in front of the Institute office.

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 an information session on Tuesday to give information on how to earn a college degree.

WEEK'S ACTIVITIES AT A GLANCE

Daily

6:30-8:00 a.m. – **Full breakfast** is free to all Hotel Sierra Guests. Other attendees may purchase breakfast tickets at the hotel's registration desk for \$7.50/day.

8:00 a.m. – Classes begin promptly and end by 5:00 pm each day or before depending on the day.

12:00-12:45 p.m. – **Lunch:** Daily **announcements** relating to all students will be made during lunch at 12:15 p.m.

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 treasurers and clerks only)

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

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

6:30-7:00 p.m. – **Orientation** – For 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)** for all students

Monday

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

8:00 a.m.-4:45 p.m. – **Classes**

10:30 a.m.-3:00 p.m.- UW-Green Bay Representative here to give information on earning your bachelor degree.

5:00-6:00 p.m. – **Institute Social Mixer** – Hors d'oeuvres will be served. There will be a cash bar available.

Tuesday

8:00 a.m. – 4:45 p.m. – **Classes**

10:30 a.m.-3:00 p.m.- UW-Green Bay Representative to give information on earning your bachelor degree.

12:10-12:40 p.m.-Information Session on earning college degree

5:45 p.m. – **Tuesday Night Outing** – Bullfrogs game. Buses load at 5:45 p.m. (optional event)

Wednesday

8:00 a.m. – 5:00 p.m. – **Classes**

10:30 a.m.-3:00 p.m.- UW-Green Bay Representative to give information on earning your bachelor degree.

Thursday:

8:00 a.m. – 4:45 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 & Ceremonies**

Friday:

8:00 - 10:30 a.m. - **Classes**

10:30 a.m. – **Institute Complete**



Directions to the KI Center-Hotel Sierra

This year there is road construction on Hwy 172. To make your trip easier please use the following directions:

FROM NORTH: I-43 to Exit 187 (Webster Ave), take a right, stay on Webster 1 1/4 miles until you come to Main St, take a right, stay on Main Street. Hotel is down on the right.

FROM SOUTH: I-43 N to Exit 187 (Webster Ave), take a left at the stop sign: stay on Webster 1 1/4 miles until Main St, stay on Main St. Hotel is on your right.
OR Hwy 41 N to Exit 169 (Shawano Ave); follow Shawano east until you go over the Fox River bridge and turn left on Washington St. Follow Washington until you come to Main St. Turn right on Main and on your left is the KI/Hotel Sierra.

FROM WEST: Hwy 29 E. you will travel under HWY 41. Once you go under HWY 41, HWY 29 is called Shawano Ave. Follow Shawano until you go over the Fox River bridge and turn left on Washington St. Follow Washington until you come to Main St. Turn right on Main and on your left is the KI/Hotel Sierra.