Municipal Clerks and Treasurers Institute Registration
July 12-17, 2020 — Now being held virtually!

Registrant Information:
Name: ______________________________________
Name on Badge: ______________________________
Email: ______________________________________
Position: ____________________________________
Years in Position: ____________________________
City: __________________ State: ___ ZIP: ________
Work Phone: (________) _______________________
Home Phone: (________) _______________________
Supervisor’s Name: ____________________________

Registrant Options:
Registration Fee: .................................... $489 $_______
Registration Fee after June 12: ........ $550 $_______
Includes 33-34 hours of instruction, materials and online software.

Select either Clerks or Treasurers:
☐ Clerks Institute — Year
Circle One: One Two Three
☐ Clerks Completion
Circle One: Town City County Village

☐ Treasurers Institute — Track
Circle One: One Two Three
☐ Treasurers Completion
Circle One: Town City County Village

Fee Information:
Calculate your total fees:
Registrant Total: ..................................... $_______
Total Fee: $_______

Contact Information:
Kassie Van Remortel, Institute Director
920-465-2468
vanremok@uwgb.edu

Registration Deadline: Wednesday, June 17, 2020
After Friday, June 12 the registration fee will increase to $550.
No registrations will be taken after Wednesday, June 17.

Cancellation and Refund Policy: Through May 1 there is a 100% tuition refund. May 2 through June 12 a full refund minus a $50 processing fee is given. June 13-22 a partial refund of $300 is given. After June 22, no refunds will be given. Detailed refund policy available at www.uwgb.edu/govt.

How to Register:
Online
See our website at www.uwgb.edu/govt
Only credit card registrations accepted online.

Mail
Complete this registration form, and pay by check. Payment must be included.
☐ Check payable to UW-Green Bay-GOVT enclosed
Send to: UW-Green Bay CECE Government
2420 Nicolet Drive – CL509
Green Bay, WI 54303-7001

Phone registrations will not be accepted.

An experience of lasting value
Register online at www.uwgb.edu/govt

Municipal Clerks and Treasurers Institute
An experience of lasting value

The Institute creates a multitude of formal and informal opportunities for networking and exchanging of ideas conducive to your professional growth. These contacts become invaluable to you in performing your duties.

Benefits of the Institute

Only the University of Wisconsin-Green Bay has it! Internationally Accredited

The International Institute of Municipal Clerks (IIMC) and the Association of Public Treasurers of the United States and Canada (APT US&C) have set forth guidelines and accredited the UW-Green Bay Institute. It is one of the largest Institutes and offers more specialized training than anyone else in the United States.

Hands-on Learning

The goal of our classes is to give you tools that immediately apply to your job. Our coursework focuses on the development of technical skills, administrative knowledge, leadership abilities and financial management. You will engage in exchanges of information, share job-related experiences and examine factors that contribute to successful on-the-job performance. Our courses are designed to combine lecture, discussion and hands-on training.

Assessment of Learning

Case studies and exercises that test your knowledge and understanding are used to assess the mastery of our courses.

Advanced Curriculum

We offer all eight tracks of our curriculum in a one-week period. This unique structure allows our curriculum to be progressive in nature. As you return each year, your courses and topics will increase in complexity, allowing us to offer advanced topics in the upper-division tracks. UW-Green Bay's Institute is one of the few in the country with this format.

Networking Opportunities

The Institute creates a multitude of formal and informal opportunities for networking and exchanging of ideas conducive to your professional growth. These contacts become invaluable to you in performing your duties.

Register online at www.uwgb.edu/govt

Tuition

Registration Fee: $489

After June 12, 2020: $550

Includes 33-34 hours of instruction, materials and online software.

Payment Information

Payment should include registration and guest fees (if applicable). Please make one check payable to UW-Green Bay – Govt. (Send to: UW-Green Bay BECE – Govt; 2420 Nicolet Drive, CL 109, Green Bay, WI 54311-7001).

Cancellation and Refund Policy

Through May 1 there is a 100% tuition refund. May 2 through June 12, a full refund minus a $50 processing fee is given. June 13-22 a partial refund of $300 is given. After June 22, no refunds will be given. See detailed refund policy at www.uwgb.edu/govt.

Handouts will not be provided to those who cancel. It is impossible for the Institute to refund 100% of the registration fee. It is important to note that the Institute incurs numerous contractual obligations long before the event and is financially committed to expenditures that may not be refundable to the University.

Pros of Virtual Learning

• Learn from the comfort of your own home or office
• No lodging or travel costs
• Some courses allow you to learn at your own pace and convenience
• Easy digital access to learning materials – no carrying heavy binders all week
• Less time away from the office
• No freezing classrooms

Institute Programs: What Should I Do?

The Clerks and Treasurers Institute offers training for the essential duties of the clerk’s and treasurer’s positions. It introduces innovative ideas to take back to boards, teaches federal and state statutes and offers opportunities to network with professionals for exchanging ideas and support needed for the successful operation of an increasingly complex local government entity. Attendance is required at all class sessions.

People who have never attended the Institute should choose either:

• Municipal Clerks Institute: This track provides education and training on clerk duties.

• Municipal Treasurers Institute: This track provides education for municipal treasurer duties. This program does not provide basic accounting training. You should be able to post journal entries and perform T-account postings.

People who have attended the Institute before may use the following guidelines to choose courses:

• If you are new to the Clerk’s position, take Clerk Year 1 and/or 2.

• If you are new to the Treasurer’s position, take Treasurer Year 1 and/or 2.

• If you are new to both positions, take both Year 1 and Year 2.

• If you have attended either Track 1 or 2 previously, take Electives.

Certificates

Earn all of the educational points for the following certificates upon completion of all Institute programs.

Certified Municipal Clerk (CMC) (through IIMC)

Certified Municipal Clerk (WMC) (through WMCA)

Certified Public Financial Administrator (CPFIA) (through APT US&C)

Certified Municipal Treasurer of Wisconsin (CMTW) (through MTAW)

Schedule of Events

Attendance is required at all class sessions.

Sunday

All Institute Registration

(8:30–7:30 p.m.)

First-Year Welcome Reception and Orientation

(7–8 p.m.)

The First-Year Welcome Reception is a fun time that gives new people coming to the Institute a chance to meet their mentor and new classmates.

Monday

Registration

(7–8 a.m.)

Class Sessions

(8 a.m.–5 p.m.)

Information Session: How to Become a Certified Clerk or Treasurer

(5:15–6:15 p.m.)

Open to all persons who would like information on applying these courses toward certification.

Tuesday

Class Sessions

(8 a.m.–5 p.m.)

Wednesday

Class Sessions

(8 a.m.–5 p.m.)

Fireside Chat Q&A

(5:15–6:15 p.m.)

The Fireside Chat is a special Q&A session for you to ask questions on topics you aren’t sure about. This session will be conducted by our seasonal team of instructors; Nancy Zastrow, Tim McCumber, and Maribeth Witzel-Behl.

Thursday

Class Sessions

(8 a.m.–4:30 p.m.)

Friday

Class Sessions

(8 a.m.–11 a.m.)

2020 Curriculum at a Glance

CLERK YEAR 1

All

Elections (11 hours)

Public Records and Open Meeting Law

Town Clerks

Developing a Budget

Tax Roll Preparation

Tax Collection and Settlement

Politics

City and Village Clerks

Liability of Local Government & Officials

Parliamentary Procedure

More

CLERK YEAR 2

All

Business Writing

Records Management

Accounts Payable/Payroll

Electives

Town Clerks

Liability of Local Government & Officials

Parliamentary Procedure

City and Village Clerks

Developing a Budget

Tax Roll Preparation

Tax Collection and Settlement

CLERK YEAR 3

All

Basic Employment Law

Fraud

Treasurers Role in Emergency Management

Liability of Local Government & Officials

Ethics and Conflicts of Interest

Working with Boards, Commissions and Councils

Technology

Cash Flow Management

Electives

TREASURER TRACK 1

Government Accounting (8 hours)

Cash Accounting for Towns (8 hours)

How to Prepare for an Audit

Developing a Budget

Duties and Responsibilities of the Treasurer

Tax Roll Preparation

Tax Collection and Settlement

Ordinances, Resolutions, Proclamations and Policies

Electives

TREASURER TRACK 2

Borrowing and Debt Management

Records Management

Bill It, Will They Pay?

Financial Planning and Levy Limits

State Sales Tax Requirements

Business Writing

Cash Management

Electives

TREASURER TRACK 3

Basic Employment Law

Fraud

Treasurers Role in Emergency Management

Liability of Local Government & Officials

Ethics and Conflicts of Interest

Working with Boards, Commissions and Councils

Technology

Cash Flow Management

Electives

TREASURER COMPLETION

Government Accounting (8 hours)

Cash Accounting for Towns (8 hours)

Borrowing and Debt Management

Financial Planning and Levy Limits

Cash Management

Cyber Security

State Sales Tax Requirements

Electives

As you register, a diverse range of elective classes will be made available to you (too many to list).