

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: _____

Circle One: City of Village of Town of County of _____

Population: _____

Address: _____

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

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 - CL109
Green Bay, WI 54311-7001

Phone registrations will not be accepted.

Municipal Clerks and Treasurers Institute

An experience of lasting value

Register online at www.uwgb.edu/govt



Continuing Education and
Community Engagement - Government 2473
University of Wisconsin-Green Bay
2420 Nicolet Drive
Green Bay, WI 54311-7001

Higher Education Partner of the Green Bay Packers



UNIVERSITY of WISCONSIN
GREEN BAY

Municipal Clerks
and Treasurers
Institute


Now being held **VIRTUALLY!**

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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 accredits 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.

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 CECE – 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

Register online at
www.uwgb.edu/govt

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.



Certificates

Earn all of the educational points for the following certificates upon completion of our Institute. We are the only authorized provider in Wisconsin.

- Certified Municipal Clerk (CMC) (through IIMC)
- Wisconsin Certified Municipal Clerk (WCMC) (through WMCA)
- Certified Public Financial Administrator (CPFA) (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 (6:30-7:30 p.m.)

First-Year Welcome Reception and Orientation (7-8:30 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 seasoned team of instructors: Nancy Zastrow, Tim McCumber, and Maribeth Witzel-Behl.

Thursday

Class Sessions (8 a.m.-4:30 p.m.)

Friday

Class Sessions (8-11 a.m.)



2020 Curriculum at a Glance

Clerks Institute

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
Plus more

City and Village Clerks

Liquor and Tobacco Licensing
Ordinances, Resolutions, Proclamations and Policies
Parliamentary Procedure
Plus more

CLERK YEAR 2

All

Business Writing
Records Management
Accounts Payable/Payroll
Electives

Town Clerks

Liquor and Tobacco Licensing
Ordinances, Resolutions, Proclamations and Policies
Parliamentary Procedure

City and Village Clerks

Developing a Budget
Tax Roll Preparation
Tax Collection and Settlement

CLERK YEAR 3

All

Basic Employment Law
Fraud
Clerks Role in Emergency Management
Liability of Local Government & Officials
Ethics and Conflicts of Interest
Working with Boards, Commissions and Councils
Technology
Electives

CLERKS COMPLETION

Elections (11 hours)
Public Records and Open Meeting Law
Parliamentary Procedure
Liquor and Tobacco Licensing
Adventures in Leadership
Resolutions and Proclamations
Electives

Treasurers Institute

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).