Municipal Clerks and Treasurers Institute Registration

Being held virtually July 12-16, 2021!

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 11: \$550	\$
Includes educational sessions equivalent to	34 hours

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

☐ Alumni Special Track

(Must have graduated from the Institute)

Create your own schedule from the Clerks and

Wednesday Night All-Conference Event:

☐ Networking BINGO

Note: Courses taught via Zoom will NOT be recorded.

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.

Fee Information:

Calculate your total fees:

Registrant Total:

Total Fee: \$

Contact Information:

Kassie Van Remortel. Institute Director 920-465-2468 vanremok@uwgb.edu

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TREASURERS AND CLERKS MUNICIPAL

at **www.uwgb.edu/govt** online Register







Register at www.uwgb.edu/govt

16

Registration Deadline: Wednesday, June 16, 2021

After Friday, June 11, 2021, the registration fee will increase to \$550. No registrations will be taken after Wednesday, June 16, 2021.

Cancellation and Refund Policy: May 1 through June 11, 2021 a full refund minus a \$50 processing fee is given. Between June 12 and June 21, 2021 a partial refund of \$300 is given. After June 21, 2021 No refunds will be given. Handouts will not be provided to those who cancel. See detailed refund policy at www.uwgb.edu/govt.

MUNICIPAL CLERKS AND TREASURERS | NSTITUTE

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

\$489 **Registration Fee:** After June 11, 2021: \$550

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

Payment Information

Pay online with a credit card or by check. Checks should be made 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

- On or before June 13, 2021, a full refund minus a \$50 processing fee will be made.
- Between June 14-21, 2021, a partial refund of \$300 will be given.
- · After June 21, 2021, no refunds 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
- · Less time away from the office

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 Q&A Wine and Rewind sessions 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

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 **Class Sessions**

(8 a.m.-5 p.m.)

12

13

15

16

11

Information Session: How to Become a Certified Clerk or Treasurer (5:15-6:15 p.m.)

If you plan on becoming a certified clerk or treasurer, it is important to start planning now. If you are a Year 3 student, it is particularly important you attend, so you have completed all of the requirements. Open to all.

Tuesday

Class Sessions (8 a.m.-5 p.m.)

Wine and Rewind

(5:15-6:15 p.m.)

Wine and Rewind is a Q&A session to get your questions answered. This lively panel of seasoned clerks and treasurers has been one of our most popular workshops. We hope you will join us.

Wednesday

Class Sessions (8 a.m.-4:15 p.m.)

All Conference Event (4:30-5:30 p.m.)

The All Conference Event is Networking Bingo. Come, play Bingo and be with your classmates. This is an event you won't want to miss.

Thursday

Class Sessions (8 a.m.-5 p.m.)

Wine and Rewind (5:15-6:15 p.m.)

Wine and Rewind is a Q&A session to get your questions answered. This lively panel of seasoned clerks and treasurers has been one of our most popular workshops. We hope you will join us.

Friday

Class Sessions (8-11 a.m.)

2021 Curriculum at a Glance

Clerks Institute CLERK YEAR 1

All

Elections

Public Records & Open Meeting Law Ordinances, Resolutions & Policies Making Presentations Less Stressful

Town Clerks

Developing a Budget Tax Roll Preparation Tax Collection & Settlement Plus More

City and Village Clerks

Liquor & Tobacco Licensing Parliamentary Procedure Plus More

CLERK YEAR 2

All

Business Writing Records Management Electives

Town Clerks

Liquor & Tobacco Licensing Parliamentary Procedure Plus More

City and Village Clerks

Developing a Budget Tax Roll Preparation Tax Collection & Settlement Plus More

CLERK YEAR 3

Strategic Planning in the Clerk's Office Basic Employment Law Fraud

Clerks Role in Emergency Management Liability of Local Government & Officials Ethics & Conflicts of Interest

Working with Boards, Commissions & Councils Technology

Electives Plus More

CLERKS COMPLETION

Elections

Strategic Planning in the Clerk's Office Public Records & Open Meeting Law Parliamentary Procedure Liquor & Tobacco Licensing Adventures in Leadership Electives Plus More

Treasurers Institute

TREASURER TRACK 1

Government Accounting Cash Accounting for Towns

How to Prepare for an Audit

Developing a Budget

Duties & Responsibilities of the Treasurer

Tax Roll Preparation

Tax Collection & Settlement

Ordinances, Resolutions, Proclamations & Policies

Electives

Plus More

TREASURER TRACK 2

Borrowing & Debt Management

Records Management Bill it, Will They Pay?

Financial Planning & Levy Limits

State Sales Tax Requirements

Business Writing

Cash Management

Electives

Plus More

TREASURER TRACK 3

Basic Employment Law

Treasurers Role in Emergency Management

Liability of Local Government & Officials

Ethics & Conflicts of Interest

Working with Boards, Commissions & Councils Technology

Cash Flow Management

Electives

Plus More

TREASURER COMPLETION

Government Accounting Cash Accounting for Towns Borrowing & Debt Management Financial Planning & Levy Limits

Cash Management

State Sales Tax Requirements Influence without Authority

Electives

Plus More

Each track contains 34-36 hours of education.

Not all classes listed. As you register, a diverse range of elective classes will be made available to you (too many to list).