Municipal Clerks and Treasurers Institute Registration
Being held online and in-person in July 2022!

Registrant Options:
- Online Only Fee: $499  $_______
- Online Only Fee after June 10: $560  $_______
- Online + In-Person Fee: $569  $_______
- Online + In-Person Fee after June 10: $600  $_______

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

- Treasurers Institute — 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 Treasurers Institute

All Online & In-Person Registrants:
- Wednesday Night All-Conference Event Attendee

In-Person Registrants Only:
- Sunday Night Networking Event Attendee

Registration Deadline: Friday, June 17, 2022
After Friday, June 10, 2022, the registration fee will increase to $560.
No registrations will be taken after Friday, June 17, 2022.

Cancellation and Refund Policy: On or before June 10, 2022 a full refund minus a $50 processing fee is made. Between June 11 and June 17, 2022, a partial refund of $300 is given. After June 17, 2022, no refunds will be given. Withdrawals will not be processed in those who cancel. See detailed refund policy at www.uwgb.edu/govt.

Acknowledgements:
The following acknowledgements must be checked and signed in order for UW-Green Bay to process your registration. Any registration sent without these signed acknowledgements will be returned.

Participation Acknowledgment:
- I acknowledge that I must have a working microphone and camera to attend the Institute, and that if I do not, I will not receive credit.

Attendance Acknowledgment:
- I acknowledge that I must attend the entirety of each course and complete any associated assessments. I will not receive credit for that course.

Signature: _______________________________________

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
- Send to: UW-Green Bay CECE Government
  2420 Nicolet Drive – CL109
  Green Bay, WI 54311-7001
- Phone registrations will not be accepted.

Note: Courses taught via Zoom will NOT be recorded.
The UW-Green Bay Institute is one of the largest providers of in-person and online training for municipal clerks and treasurers in the United States. The Institute has been one of our most popular workshops with a diverse range of elective classes available to you (too many to list). Each track contains 32-34 hours of education.

**2022 Curriculum at a Glance**

### CLERKS INSTITUTE

#### CLERK YEAR 1
- **All**
  - Elections
  - Public Records & Open Meeting Law
  - Ordinances, Resolutions & Policies
  - Management Practices Less Stressful

#### TREASURERS INSTITUTE
- **All**
  - 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
  - Taxes
  - Electives
  - Plus More

### 100% Online Format

**July 11-15, 2022**

The UW-Green Bay online Institute is a series of interactive, live online sessions via Zoom with some courses being held online through self-guided learning.

**Registration Fee:** $499

**After June 10, 2022:** $560

Includes 2-34 hours of instruction, electronic materials and online software.

**Cancellation and Refund Policy**
- On or before June 10, 2022, a full refund minus a $50 processing fee will be made.
- Between June 11-17, 2022, a partial refund of $300 will be given.
- After June 17, 2022, no refunds will be given.

**Online + In-Person Format**

**July 11-14: Online (Zoom)**

**July 17: Networking Event (Optional)**

**July 18: In-Person Classes**

The UW-Green Bay online + in-person Institute will deliver four days of live online sessions via Zoom and three days of in-person classes being held online through self-guided learning, along with an optional in-person networking event on the day of in-person sessions at the Radisson Conference Center in Green Bay.

**Registration Fee:** $569

**After June 10, 2022:** $600

Includes 32-34 hours of instruction, electronic materials, online software, admission to networking event and lunch.

**Lodging**
- Radisson Hotel & Conference Center Green Bay
  - 2040 Airport Drive
  - Green Bay, WI 54313
  - 920-465-2468 or vanremok@uwgb.edu.

**Payment Information**
- Pay online with a credit card or check. Checks should be made payable to UW-Green Bay - Govt.
- Contact Kassie Van Remortel 920-465-2468 or vanremok@uwgb.edu.
- During the full program, participants who miss 25% or more of a course and/or do not complete any associated assessments will not receive credit for the course.

**Institute Programs:**
- **Wine and Rewind**
  - 7-8:30 p.m.
- **How to Prepare for an Audit**
  - 8:30-9:30 a.m.
- **Ethics & Conflicts of Interest**
  - 9:30-10:30 a.m.
- **Second Chance in-Person Class**
  - 11-12 a.m.
- **Cash Management**
  - 1-2 p.m.
- **Borrowing & Debt Management**
  - 2-3 p.m.
- **Developing a Budget**
  - 3-4 p.m.
- **Tax Roll Preparation**
  - 4-5 p.m.
- **Advancements in Leadership**
  - 5-6 p.m.
- **Government Accounting**
  - 6-7 p.m.
- **Fraud**
  - 7-8 p.m.
- **How to Prepare for an Audit**
  - 8-9 p.m.
- **Ethics & Conflicts of Interest**
  - 9-10 p.m.

**Attendance**
Participants must attend the full program.

**In-Person Schedule**
- **Sunday**
  - Registration and Networking Event (8-9 a.m.)
  - In-Person Classes (9-12 a.m.)
- **Monday**
  - In-Person Classes (8-12 a.m.)
  - Registration and Networking Event (8-9 a.m.)
  - In-Person Classes (9-12 a.m.)

**Online Schedule**
- Attendance is required at all class sessions.

**Contact Information**
- **Municipal Clerks Institute**
  - **Treasurers Institute**
  - **Certified Public Financial Administrator**
  - **Internationally Accredited**
  - **Only authorized provider in Wisconsin.**

**Benefits of the Institute**
- **Founded by the International Institute of Municipal Clerks and Treasurers (IIMC) and the Association of Certified Public Treasurers of the United States and Canada (AAPT USC) and offers fully accredited courses through UW-Green Bay Institute.**
- **Innovative curriculum and instruction provides education and training in a variety of advanced topics.**
- **Participants can take advantage of our online course options to fit their schedule and learning preferences.**
- **The Institute is committed to providing quality education and training in the fields of municipal clerks and treasurers.**

**Payment Information**
- Pay online with a credit card or check. Checks should be made payable to UW-Green Bay - Govt.
- Contact Kassie Van Remortel 920-465-2468 or vanremok@uwgb.edu.