



ARcounties Continuing Education
1415 West Third St.
Little Rock, AR 72201
(501) 372-7550 • Fax: (501) 372-0611

May 9, 2017

MEMORANDUM

To: Arkansas County Clerks
From: Karan Skarda, ACE Program Coordinator
Re: July 12-14, 2017 Continuing Education Conference

Your Arkansas County Clerks Continuing Education Board has approved plans for your next continuing education conference to be held Wednesday - Friday, July 12-14, 2017. The conference will be held at the **1905 Basin Park Hotel, 75 Prospect Avenue, Eureka Springs/Carroll County.**

To reserve your room at the 1905 Basin Park Hotel, please click [here](#) to follow the link to the County Clerk's reservations page. You may also call the hotel at 877-643-4972 to make reservations or for questions pertaining to the reservations page. Please request the Arkansas County Clerks Association's room rate of \$89.00 plus tax.

To register for this conference, please complete the attached registration form. You may also share this information with staff who can benefit from this training. Please complete a registration form for each participant attending the conference. The deadline for conference registration is July 5th.

For additional information, feel free to call me at 501-372-7550 or email inquiries to kskarda@arcounties.org. I look forward to seeing you in North Little Rock.

Reimbursement: The following expenses will be submitted to the Continuing Education Board for approval. Expenses will be paid from the County Clerk's Continuing Education Fund administered by the Auditor of State's Office. Contact Melanie Jenkins, Auditor of State's Office, at 501-682-5474 for additional information.

Mileage:	One vehicle per county @ .42 per mile
Room rates:	Wednesday, July 12 & Thursday, July 13 - One room per county at \$89 plus tax
Breakfast:	Thursday, July 13 & Friday, July 14, As required, direct billed
Lunch:	Thursday, July 13, As required, direct billed
Dinner:	Wednesday, July 12, reimbursed up to \$25 with receipt
Dinner:	Thursday, July 13, As required, direct billed, Non-reimbursable
Breaks:	As required, direct billed
Incidentals:	As required, direct billed

REGISTRATION FORM

**Arkansas County Clerks Continuing Education Conference
July 12-14, 2017
1905 Basin Park Hotel
75 Prospect Ave., Eureka Springs/Carroll County**

Please complete a registration form for each participant and return form/forms by July 5, 2017 to:

ACE Program
Attn: Karan Skarda - 1415 West Third Street - Little Rock, AR 72201
501-372-7550 phone 501-372-0611 FAX
Email: kskarda@arcountries.org

Name (as it should appear on official records): _____

Title: _____ County: _____

Office Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

Years in office: _____

Signature: _____

Please indicate the number of persons attending the Ghost Tour. I understand that I am responsible for the fee to attend this event.

Ghost Tour - \$15.00 per person

_____ **I will attend the Ghost Tour.**

_____ **Number of guests that I will bring to the Ghost Tour.**

_____ **I will not attend the Ghost Tour.**