



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

July 19, 2017

MEMORANDUM

To: Arkansas County Clerks
From: Karan Skarda, ACE Program Coordinator
Re: September 27-29, 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, September 27-29, 2017. The conference will be held at **Winthrop Rockefeller Institute, 1 Rockefeller Drive, Morrilton/Conway County.**

To reserve your room, please call the **Winthrop Rockefeller Institute** at **501-727-5435**. The County Clerks negotiated group rate is up to \$99 plus applicable taxes. Reservations must be made by the deadline to guarantee the group rate. **The deadline for room reservations at the group rate is August 27, 2017.**

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 as well. Please complete a registration form for each participant attending the conference. **The deadline for conference registration is September 18, 2017.**

Feel free to call me at 501-372-7550 or email inquiries to kskarda@arcounties.org. I look forward to seeing you at the Winthrop Rockefeller Institute on top of beautiful Petit Jean Mountain.

Reimbursement: The Continuing Education Board has approved the following expenses to be paid from the Continuing Education Fund by the Auditor of State's Office. Contact Melanie Jenkins, Auditor of State's Office, at 501-682-5474 for additional information.

- ❖ Room Rates: Reimburse one room per county up to \$99. plus tax, September 28, 2017
- ❖ Additional Room Night: Executive and Continuing Ed. Board Members, September 27, 2017
- ❖ Dinner: Executive and Continuing Ed. Board Members up to \$25, September 27, 2017
- ❖ Breakfast: Executive and Continuing Ed. Board Members up to \$10, September 28, 2017
- ❖ Lunch: Executive and Continuing Ed. Board Members up to \$10, September 28, 2017
- ❖ Mileage: One vehicle per county office at \$.42 per mile
- ❖ Meeting Rooms: As required, direct bill
- ❖ Breaks: As required, direct bill
- ❖ Speaker Fees: Kim Hodous
- ❖ Incidentals: As required, direct bill
- ❖ Breakfast: As required, direct bill, September 29, 2017

REGISTRATION FORM

**Arkansas County Clerks Continuing Education Conference
September 27-29, 2017**

**Winthrop Rockefeller Institute
1 Rockefeller Drive
Morrilton/Conway County**

Return registration form/forms by September 18, 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 complete a registration form for each participant.

Thursday, September 28, 2017

_____ **I will attend the Association Dinner**

_____ **I will bring a guest to the Association Dinner**

_____ **I will not attend the Association Dinner**