



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

March 27, 2019

## MEMORANDUM

To: County Clerks  
From: Karan Skarda, ACE Program Coordinator  
Re: June 3-5, 2019 - Continuing Education Conference

Your Continuing Education Board has approved plans for your upcoming continuing education conference to be held Monday - Wednesday, June 3-5, 2019, at **The Lodge at DeGray Lake Resort State Park**.

To reserve your room, please call the Lodge at 501-865-5851 and ask for the Arkansas County Clerks rate of \$91.00 per person, plus tax. Please make reservations now to ensure your group's rate. **The deadline for room reservations at The Lodge at DeGray Lake Resort is May 2, 2019.**

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 May 20, 2019.**

For additional information, feel free to call me at 501-372-7550 or email inquiries to [kskarda@arcounties.org](mailto:kskarda@arcounties.org). I look forward to seeing you all soon.

**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:	June 2: Executive & Continuing Ed. Board Members only. One room per county at \$91 plus tax June 3 & 4: One room per county at \$91 plus tax
Breakfast:	June 3: Executive & Continuing Ed. Board Members only. Reimburse up to \$15 with receipt
Breakfast:	June 4-5: As required, direct bill
Lunch:	June 3: Executive & Continuing Ed. Board Members only. Reimburse up to \$15 with receipt
Lunch:	June 4: As required, direct bill
Dinner:	June 3: Executive & Continuing Ed. Board Members only. Reimburse up to \$25 with receipt June 3: On Your Own - Reimburse up to \$25 with receipt June 4: Association Dinner – Non-reimbursable
Breaks:	As required, direct bill
Meeting Space:	As required, direct bill
Speaker's Fees:	As required, direct bill
Incidentals:	As required, direct bill

**REGISTRATION FORM**

**Arkansas County Clerks Continuing Education Conference**

**June 3-5, 2019**

**The Lodge at DeGray Lake Resort**

**Deadline for Room Reservations: May 2, 2019**

**Please complete a registration form for each participant attending the conference**

**Deadline to Register: May 20, 2019**

ACE Program

Attn: Karan Skarda – 1415 West Third Street – Little Rock, AR 72201

501-372-7550 phone 501-372-0611 FAX

Email: [kskarda@arcounties.org](mailto:kskarda@arcounties.org)

Name (as it should appear on official records): \_\_\_\_\_

PLEASE PRINT

Title: \_\_\_\_\_ County: \_\_\_\_\_

Co. Office Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ New Email Address: Yes or No

Years in office: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please complete the following:**

\_\_\_\_ I will attend the Association Dinner

\_\_\_\_ I will not attend the Association Dinner

\_\_\_\_ Number of Guests that will attend the Association Dinner