



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

April 10, 2019

**MEMORANDUM**

To: Arkansas Circuit Clerks  
 From: Karan Skarda, ACE Program Coordinator  
 Re: June 12-14, 2019, Continuing Education Conference

The Arkansas Circuit Clerks’ Continuing Education Board has approved plans for your upcoming conference to be held June 12-14, 2019, at **The Lodge at Mt. Magazine, 16878 Highway 309 South, Paris/Logan County**. The Continuing Ed. Board will meet at 4:00 p.m. followed by the Executive Board meeting at 6:00 p.m. on Tuesday, June 11<sup>th</sup>. **The meeting will officially kick-off at 1:00 p.m. on Wednesday, June 12<sup>th</sup>.**

To reserve your guest room, please call **The Lodge at Mt. Magazine at 1-877-665-6343 or 479-963-5151** and ask for the Arkansas Circuit Clerks’ Association rate of \$93 per person, plus tax. Please make reservations now to ensure your group’s rate. **The deadline to receive room reservations at the discounted rate is May 12, 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 individual attending the conference. **The deadline for conference registration is June 3, 2019.**

Feel free to call me at 501-372-7550 or email inquiries to [kskarda@arcounties.org](mailto:kskarda@arcounties.org).

**Reimbursement:** The following expenses will be submitted for approval by the Continuing Education Board to be paid from the Circuit Clerks Continuing Education Fund administered by the Auditor of State’s Office. For additional information concerning reimbursement, contact Melanie Jenkins at 501-682-5474.

- Mileage: One vehicle per county @ .42 per mile
- Room rates: One room per county for the nights of June 12 & 13. \$93 per person + tax
- Additional Room Night: Executive & Continuing Education Board Members: night of Tuesday, June 11
- Dinner: Executive & Continuing Education Board Members: night of Tuesday, June 11: up to \$25 reimbursement w/receipt
- Breakfast: Executive & Continuing Education Board Members: Wednesday, June 12: up to \$15 reimbursement w/receipt
- Lunch: Executive & Continuing Education Board Members: Wednesday, June 12: up to \$15 reimbursement w/receipt
- Dinner: Up to \$25 reimbursement w/receipt for Wednesday, June 12
- Breakfast: As required, direct bill for Thursday June 13 and Friday, June 14
- Lunch: As required, direct bill – Thursday, June 13
- Association Dinner: Thursday, June 13 - non-reimbursable
- Breaks: As required, direct bill
- Speakers Fee/Expenses: \*Pre-Approved
- AV: As required, direct bill
- Meeting Rooms: As required, direct bill
- Incidentals: As required, direct bill

**REGISTRATION FORM**

**Arkansas Circuit Clerks Continuing Education Conference  
The Lodge at Mt. Magazine  
16878 Highway 309 South  
Paris/Logan County  
June 12-14, 2019**

**Please Complete a Registration Form for Each Participant**

**Return registration form/forms by June 3, 2019 to**  
ACE Program  
Attn: Karan Skarda - 1415 West Third Street - Little Rock, AR 72201  
FAX 501-372-0611 Email: [kskarda@arcountries.org](mailto:kskarda@arcountries.org)

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

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

Office Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

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

Email: \_\_\_\_\_ New email address? Yes or No

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

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

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**Association Dinner – Please check one**

\_\_\_ I WILL attend the Association Dinner.

\_\_\_ I WILL NOT attend the Association Dinner.

\_\_\_ Number of guest/spouse attending Association Dinner.

\*\*Please note, if you do not attend the Association Dinner, dinner will be on your own and non-reimbursable.