



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

July 19, 2019

MEMORANDUM

To: County Clerks
From: Karan Skarda, ACE Program Coordinator
Re: Continuing Education Conference

Your Continuing Education Board has approved plans for your next conference to be held **Thursday and Friday, September 19-20, 2019**, at the **Hilton Garden Inn Jonesboro, 2840 S. Caraway Road, Jonesboro/Craighead County**. An Executive Board Meeting will be held on the afternoon of Wednesday, September 18th, and a Continuing Education Board Meeting will be held on the morning of Thursday, September, 19th.

To reserve your room, please call the Hilton Garden Inn at 870-931-7727 and ask for the Arkansas County Clerks rate of \$94.00 per person, plus tax. Please make reservations now to ensure your group's rate. **The deadline for room reservations is August 31, 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 September 5, 2019.**

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 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:	September 18: Executive & Continuing Ed. Board Members only. One room per county at \$94, plus tax September 19: One room per county at \$94, plus tax
Breakfast:	Included in the room rate
Dinner:	September 18: Executive & Continuing Ed. Board Members only. Reimburse up to \$25 with receipt September 19: Association Dinner – Non-reimbursable
Lunch:	September 19: Executive & Continuing Ed. Board Members only. Reimburse up to \$15 with receipt
Breaks:	As required, direct billed
Incidentals:	As required, direct billed

REGISTRATION FORM

**Arkansas County Clerks Continuing Education Conference
September 19-20, 2019**

**Please complete a registration form for each participant attending the conference
Deadline to Register: September 5, 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

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