



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

August 13, 2021

MEMORANDUM

To: Arkansas Circuit Clerks
From: Karan Skarda, ACE Program Coordinator
Re: October 12-15, 2021, Continuing Education Conference

The Arkansas Circuit Clerks' Continuing Education Board has approved plans for your upcoming conference to be held October 12-15, 2021, at **Fairfield Bay Conference Center, 110 Lost Creek Parkway, Fairfield Bay/VanBuren County**. The Continuing Ed. Board will meet at 3:00 p.m. followed by the Executive Board meeting at 4:00 p.m. on Tuesday, October 12th. **The meeting will officially kick-off at 1:00 p.m. on Wednesday, October 13th.**

To reserve your guest room, please call **Cobblestone Inn & Suites at 501-825-3046** and ask for the Arkansas Circuit Clerks' Association rate of **\$94 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 September 27, 2021.**

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 September 27, 2021.**

Feel free to call me at 501-372-7550 or email inquiries to 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.

Mileage:	One vehicle per county @ .42 per mile
Room rates:	One room per county for the nights of October 13-14. \$94 per person + tax
Additional Room Night:	Executive & Continuing Education Board Members: night of Tuesday, October 12. \$94 per person + tax
Dinner:	Executive & Continuing Education Board Members: night of Tuesday, June 8: up to \$25 reimbursement w/receipt
Breakfast:	Executive & Continuing Education Board Members: Wednesday, October 13: up to \$15 reimbursement w/receipt
Lunch:	Executive & Continuing Education Board Members: Wednesday, October 13: up to \$15 reimbursement w/receipt
Dinner:	Up to \$25 reimbursement w/receipt for Wednesday, October 13
Breakfast:	As required, direct bill for Thursday October 14 and Friday, October 15
Lunch:	As required, direct bill – Thursday, October 14
Association Dinner:	Thursday, October 14 - non-reimbursable
Breaks:	As required, direct bill
Speakers Fee/Expenses:	As required, direct bill
AV:	As required, direct bill
Meeting Rooms:	As required, direct bill
Incidentals:	As required, direct bill

REGISTRATION FORM

**Arkansas Circuit Clerks Continuing Education Conference
Fairfield Bay Conference Center
110 Lost Creek Parkway
Fairfield Bay/VanBuren County
October 13-15, 2021**

Please Complete a Registration Form for Each Attendee

**Return registration form/forms by September 27, 2021 to
ACE Program**

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

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

Title: _____ County: _____

Office Mailing Address, if changed: _____

Telephone number, if changed: _____

Email address, if changed: _____

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 guests I will bring to the Association Dinner

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