



Announcing the 2009 Certification Program Update for Municipal Clerks, Collectors, and Deputies

**December 16-18 in Jackson at the Hilton Jackson
1001 East County Line Road**

Program-in-Brief

Wednesday, December 16– Registration (12:00 P. M.-5:00 P. M. in Lobby);
Committee Meetings as Scheduled by the Committee Chairs (1:00 p.m.-5:00 p.m.)
Master Municipal Clerk Course (12:00 p.m. - 2:00 p.m. in the Diplomat I Room)
Mentoring Committee’s Orientation and Question & Answer Session for “New”
Clerks and Deputies (2:30 p.m. - 5:00 p.m. in the Diplomat II Room)

Thursday, December 17–Registration and Breakfast (7:30 A.M. in Salon B);
General Assembly & Educational Program(8:30 A. M. in Salon A);
Luncheon (12:00 P. M. In Salon B); Educational Program (1:30 P.M.)

Friday, December 18–Breakfast (8:30 A.M.), Educational Program (9:15 A. M.),
and Business Meeting of the MCCA (11:00 A. M.)–All in Salon A

Note: The educational topics for the certification update will include:

Thursday: Department of Audit ARRA Guidelines; New Purchasing
Requirements; New Audit Requirements; State Auditor Stacey Pickering;
Ethics Commission - Public Records

Friday: Census Bureau; MML Legislative Update and MCCA Business
Meeting

(OVER)

Registration Fee of \$125.00 Covers Meeting Room Rental, Educational Materials, Breakfasts, Refreshments, Luncheon, and Miscellaneous Expenses.

A Master Municipal Clerk Course will be held on Wednesday, December 16, 2009 from 12:00 p.m. till 2:00 p.m. for clerks that are pursuing the CMC Re-certification or the MMC. The course will be “Performance Audits” and will be conducted by Samantha Atkinson, Director of the Performance Audit Division of the MS Department of Audit. Registration Fee \$25.00.

A Session for New Clerks will be held on Wednesday, December 16, 2009 from 2:30 p.m. until 4:30 p.m. for any new City Clerk or Deputy Clerk that would like to attend. The session will be conducted by the Mentoring Committee of the MMCCA and will provide an overview of the various functions of the clerks association.

**For Additional Information Contact:
Janet Baird,
Center for Governmental Training & Technology,
Mississippi State University Extension Service,
Telephone Number: 662-325-3141 or E-mail:
janetb@ext.msstate.edu**

**Registration Form
2009 Certification Program Update for
Municipal Clerks, Tax Collectors, and Deputies**

December 16-18, Jackson Hilton, 1001 East County Line Road, Jackson, Mississippi

**Center for Governmental Training & Technology
Mississippi State University Extension Service
Box 9643, Mississippi State, MS 39762**

Telephone Number: 662-325-3141 • Facsimile Number: 662-325-8954 • E-mail: janetb@ext.msstate.edu

Name _____

Title

Municipality _____

Telephone Number

Mailing Address _____

Email _____

City _____

State _____

Zip

.....
 Enclosed is my registration fee of \$125.00 for Update.

Enclosed is my registration fee of \$150.00 for Master Academy and Update.

I will mail my registration fee.

I will attend the Master Municipal Academy from 12:00 p.m. to 2:00 p.m. on Wednesday, December 16

I will attend the special meeting for “new” clerks and deputies from 2:30 p.m. to 4:30 p.m. on Wednesday, December 16

This meeting will be conducted by the Mentoring Committee of the MS Municipal Clerks and Collectors Association

Note: I understand that if I register for the update but do not attend, the registration fee is still due and payable since educational program materials have been printed, classroom space has been reserved, and meal functions and refreshments have been guaranteed based upon my registration. A registration may be cancelled without a penalty if cancellation takes place, in writing (e-mail or fax), on or before December 4.

Hotel Reservation Information

Make your reservation directly with the hotel, specifying that you are with “Municipal Clerks.” Rooms will be held only until 3:00 p.m. unless guaranteed with an advance deposit or credit card.

Hilton (Jackson)–601-957-2800

\$104.00 + Any Tax

Reservation Deadline–11/19/09

[Note: For alternate lodging in Jackson, you may wish to contact the Drury Inn & Suites

(601-956-6100), the Comfort Suites (601-977-6111), the Cabot Lodge (601-957-0757), or the Courtyard by Marriot

(601-956-9991) and check their “government rate.”]