



The Georgia Clerks Education Institute

SPRING CONFERENCE 2020



February 2-4, 2020

Jekyll Island Convention Center
75 North Beachview Drive | Jekyll Island, Georgia 31527

Registration Deadline: January 19, 2020

CS# 11685 Term FY2020

Registrants are required to download instructional materials or print prior to attending the conference. Class materials will be available one week prior to the conference at www.cviog.uga.edu/clerks.

Register online at
www.cviog.uga.edu/clerks
(Preferred Method of Payment) or mail
completed form with check payable to
University of Georgia to:
Carl Vinson Institute of Government
University of Georgia
GTED Registrar
201 N. Milledge Avenue
Athens, GA 30602-5482
(FEI 58-6001998)

LAST NAME FIRST NAME MI

PREFERRED NAME FOR BADGE

EMPLOYER OR ORGANIZATION TITLE

BUSINESS MAILING ADDRESS

CITY STATE ZIP CODE

WORK PHONE NUMBER ALTERNATE PHONE NUMBER

E-MAIL ADDRESS (**REQUIRED** for confirmation of registration)

DIETARY RESTRICTIONS – *Please list any dietary restrictions or allergies (check all that apply):

Vegetarian Vegan Dairy Nuts Shellfish Pork Gluten/Wheat

*Additional Dietary Restrictions or Allergies (please list): _____

Do you have any special needs to be considered? Yes No

If so, please explain: _____

Are you a first time attendee? Yes No Are you a City or County Clerk? City County

Conference Registration (includes participant breaks/meals: Monday/Tuesday breakfast and lunch).....\$490.00

One-Day Registration.....\$ 260.00

Monday **OR** Tuesday

Sunday Athenian Dialogue ONLY.....\$ 150.00

Guest Meal Registration (includes conference sponsored meals for guest of participant: Monday/Tuesday breakfast and lunch)....\$150.00

Name of Guest: _____

(REQUIRED IF PURCHASING GUEST MEALS)

Total Enclosed: \$ _____

CANCELLATION AND REFUND POLICY

Written notice of cancellation must be postmarked/dated no later than **January 10, 2020**, to receive a full refund of registration fees. Written requests postmarked/dated between **January 11, 2020** and **January 18, 2020**, will be assessed a 25% administrative fee, and requests postmarked/dated after **January 18, 2020**, are not eligible for a refund. Registrants who fail to attend, cancel, or send a substitute, are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration or send a substitute, please send notification to **Claire Kinane** via fax at (706) 542-2176, or by mail at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602-5482.



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Name _____

New Municipal/County Clerks For mandated training, mark this selection only.

Sunday, Monday, and Tuesday, February 2-4, 2020

Mandated Training for New Clerks (15 hours)

MAKE SELECTIONS EACH DAY FROM THE LIST BELOW:

Georgia Clerks Certificate Program

Monday, February 3, 2020

- 11686--Community and Media Relations 101 (3 hours) - Clerks Certificate Requirement
- 11687--Community and Media Relations 102 (3 hours) - Clerks Certificate Requirement
- 11688--Finance 101 (6 hours) - Clerks Certificate Requirement
- 11689--Records Management 102 (3 hours) - Clerks Certificate Requirement
- 11690--Records Management 103 (3 hours) - Clerks Certificate Requirement
- 11691--Government 202 (6 hours) - Clerks Certificate Elective
- 11692--Council/Commission and Staff Relations (6 hours) - Clerks Certificate Elective

Tuesday, February 4, 2020

- 11695--Government 102 (6 hours) - Clerks Certificate Requirement
- 11696--Meeting Management 102 (3 hours) - Clerks Certificate Requirement
- 11697--Meeting Management 103 (3 hours) - Clerks Certificate Requirement
- 11698--Professional Skills Development 102 (6 hours) - Clerks Certificate Requirement
- 11699--Professional Skills Development 205: Project Management (6 hours) - Clerks Certificate Elective
- 11700--Tax Revenue 201 (6 hours) - Clerks Certificate Elective

Masters Education Management Development Certificate

Monday, February 3, 2020

- 11694--Effective Public Presentations I (6 hours)

Tuesday, February 4, 2020

- 11694--Effective Public Presentations II(6 hours)

Local Finance Officers Certification Program Eg` VSk-

Tuesday, February \$-& 20\$"

- 11703--Governmental Accounting I (18 hours)
- This class meets Sunday (12:00 - 6:00 pm), Monday, and Tuesday for a total of 18 hours. It is part of the local finance officers' certificate program. It is not part of GCEI curriculum.

Masters Education Graduate Seminar (MEGS)

Sunday-Tuesday, February 2-4, 2020

MEGS (12 hours)

Masters' Project Independent Study Class

Sunday-Tuesday, February 2-4, 2020

Masters' Project Independent Study Class

Continuing Education - does not count towards clerks Wd[XUSf[a` . For continuing education credit only. Must take both days.

Monday, February % \$" \$"

Train-The-Trainers (12 hours, day 1 of 2)

Tuesday, February & \$" \$"

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Athenian Dialogue - Continuing Education Only

Sunday, February 2, 2020

12:00 - 6:00 pm

Sully: My Search for What Really Matters by Chesley B. Sullenberger III **Cost for Athenian Dialogue ONLY is \$150. If you are staying for the remainder of the conference, the Athenian is included in the \$490 registration fee**