



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

March 25, 2021

MEMORANDUM

To: Arkansas Circuit Clerks
From: Karan Skarda, ACE Program Coordinator
Re: June 8-11, 2021 Continuing Education Conference

The Arkansas Circuit Clerks' Continuing Education Board has approved plans for your upcoming conference to be held June 8-11, 2021, at **The Lodge at Mt. Magazine, 16878 Highway 309 South, Paris/Logan 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, June 8th. **The meeting will officially kick-off at 1:00 p.m. on Wednesday, June 9th.**

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 **\$96 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 8, 2021.** An example as to how the Lodge accesses its rates: If 2 people share a room, each person occupying the room will be charged \$96. nightly. Also 5 - one-bedroom cabins are available in our block for a minimum of \$230 nightly – a one bedroom cabin is furnished with a king bed and a sleeper sofa. One-bedroom cabins are considered as sleeping 3 people. Bear this in mind for reimbursement purposes.

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 May 8, 2021.**

Feel free to call me at 501-372-7550 or email inquiries to kskarda@arcountries.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 9 & 10. \$96 per person + tax
Additional Room Night:	Executive & Continuing Education Board Members: night of Tuesday, June 8
Dinner:	Executive & Continuing Education Board Members: night of Tuesday, June 8: up to \$25 reimbursement w/receipt
Breakfast:	Executive & Continuing Education Board Members: Wednesday, June 9: up to \$15 reimbursement w/receipt
Lunch:	Executive & Continuing Education Board Members: Wednesday, June 9: up to \$15 reimbursement w/receipt
Dinner:	Up to \$25 reimbursement w/receipt for Wednesday, June 9
Breakfast:	As required, direct bill for Thursday June 10 and Friday, June 11
Lunch:	As required, direct bill – Thursday, June 10
Association Dinner:	Thursday, June 10 - 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 8-11, 2021**

Please Complete a Registration Form for Each Participant

**Return registration form/forms by May 8, 2021 to
ACE Program**

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