



**CCAC Central Division
"NUTS & BOLTS" WORKSHOP**

July 23 & 24, 2009

**The Emory Reception/Banquet Hall
Holiday Inn Express**

\$250 per participant for CCAC members

\$275 per participant for non-members

This workshop is designed to provide initial training and information on the intricate details of City Clerk Office responsibilities – a must for new City Clerks, Deputy or Assistant City Clerks, and City Clerk support staff. The theme this year is "Back to Basics".

Training will focus on subjects such as agendas, minutes, records management, contracts, research methods, ordinances, resolutions, elections, and a myriad of other subjects. A City Attorney will provide information on the Brown Act, the Public Records Act, and other California statutes.

Those completing the entire workshop will receive six (6) CMC Experience-Continuing Education points toward certification.

Registration Deadline is July 1, 2009!



For questions regarding this workshop,
please contact:



Joann Tilton MMC,
City Clerk
City of Manteca
(209) 239-8417



CCAC Central Division
2009 "NUTS & BOLTS" Workshop

Registration Form

Workshop begins: Thursday, July 23, 2009, 8:30 a.m.
Workshop ends: Friday, July 24, 2009, 2:30 p.m.

*The Emory Reception/Banquet Hall,
1028 W. Yosemite Ave., Manteca, CA
Holiday Inn Express,
179 Commerce Ave., Manteca, CA*

Free parking is available at both locations

PLEASE COPY THIS FORM AND COMPLETE A SEPARATE FORM FOR EACH PARTICIPANT

NAME: _____ TITLE: _____

CITY/ORGANIZATION: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ E-MAIL ADDRESS: _____

TELEPHONE: _____ FAX: _____ CCAC MEMBER? Y/N _____

Have you attended Northern Division Nuts & Bolts before? Y/N _____ If yes, when? _____
Please note preference will be given to people who have not attended in the past.

FEES: Basic Registration includes workshop, materials, Thursday night's lodging
at Holiday Inn Express (double occupancy), and 2 breakfasts and 2 lunches
\$250 for CCAC Members or \$275 for Non-Members
(Note: Basic registration pays for the hotel, but you still must
have a valid credit card to check-in to the hotel.)

\$ _____

OPTIONAL

FEES: Single Occupancy Lodging for Thursday \$46*
Lodging for Wednesday Night (Single Occupancy) \$92**

\$ _____

\$ _____

TOTAL: Make Checks Payable to CCAC. Fees are non-refundable.

\$ _____

*Roommates will be assigned for all those paying the basic registration fee. If you wish to have a private room, you must pay the additional Single Occupancy Lodging Fee of \$46 listed under Optional Fees.

ROOMMATE PREFERENCE (if any): _____ Smoking: Yes ___ No ___

**If you requested lodging for Wednesday night, we may be able to find a roommate for you. If we find a roommate for you, we will notify you and you will be refunded \$46. Are you interested in a roommate for Wednesday? Yes ___ No ___

PLEASE CHECK IF YOU DO NOT REQUIRE LODGING ___ Sorry, there are no discounts for those not requiring lodging since the workshop costs are based on the entire package.

PLEASE BRING A 3" THREE-RING BINDER TO THE WORKSHOP TO ACCOMMODATE PRINTED MATERIALS.

CREDITS: Those completing the entire workshop will receive 6 CMC Experience-Continuing Education points toward certification. Attendance at all sessions is mandatory to receive CMC credit.

DEADLINE IS July 1, 2009. MAIL REGISTRATION WITH PAYMENT TO:

Joann Tilton MMC, City Clerk, City of Manteca, 1001 W. Center St., Manteca, CA, 95337

To reserve your space, fax this form in today to (209) 825-2333 and mail the original with your payment.