



**SUMMER
CAMP!**



**CCAC Central Division
“NUTS & BOLTS” WORKSHOP**

July 22-23, 2010

**The Emory Banquet/Meeting Facilities
Hampton Inn & Suites**

\$175 per participant for CCAC members

\$200 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.

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

Those completing the entire workshop will receive three (3) CMC Experience-Continuing Education points toward certification.

Registration Deadline is July 1, 2010!

The theme this year is **“How to be a Happy Camper in the City Clerk’s Office.”**
The workshop is casual and we encourage you to dress in appropriate attire.

*Grab your Backpack and Explorer Hat and Reserve your Bunk at
Camp City Clerk.*



***No banana slugs will be
harmed or kissed during our
program!***

For questions regarding this workshop,
please contact:

Joann Tilton MMC,
Camp Leader
City of Manteca
(209) 456-8017



Summer Camp



CCAC Central Division
2010 "NUTS & BOLTS" Workshop

Registration Form

Workshop begins: Thursday, July 22, 2010, 8:30 a.m.
Workshop ends: Friday, July 23, 2010, 2:30 p.m.

The Emory,
1028 W. Yosemite Ave., Manteca, CA
Hampton Inn& Suites,
1461 Bass Pro Drive, 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 Central Division Nuts & Bolts before? Y/N _____ If yes, when? _____
Please note preference will be given to people who have not attended in the past.

The cost is \$175 for CCAC Members and \$200 for Non-members.

Make checks Payable to **CCAC**. Fees are non-refundable.

Registration includes workshop, materials, breakfast Thursday morning, and lunch on Thursday and Friday. If you are staying at the Hampton Inn & Suite, full hot breakfast will be served.

Hotel registration **must be made directly** with the Hampton Inn & Suites.
Call Terry at 209-823-1926.

Rates are single \$107.91 and double \$118.81 which includes 9% occupancy tax.

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

CREDITS: Those completing the entire workshop will receive 3 CMC Experience-Continuing Education points toward certification. Attendance at all sessions is mandatory to receive CMC credit.

DEADLINE IS July 1, 2010.

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) 923-8960
mail the original with your payment.

