



Spring Clerk Workshops

Agenda

Join us for one-day, in-person Spring Clerk Workshops held in locations across the state or choose to attend the virtual sessions. These workshops are designed for *all* clerks to learn more about clerk duties such as reporting, election administration, best practices, and an opportunity to network with other clerks.

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| 8:30am | Registration (with coffee/ tea, pastries, fruit) |
| 9:00am | Introductions, Overview, and Clerk Training events |
| 9:45-10:30am | Accounting software for towns |
| 10:30-12:00pm | Grantwriting for Clerks |
| 12:00pm | Lunch (provided) and networking |
| 12:15-1:00pm | County Clerks Panel on Elections (eligible for election credit) |
| 1:00-1:45pm | Bidding |
| 1:45-3:00pm | Spring Stressors for Clerks: An overview for common springtime reporting requirements such as Form C/CT, Alcohol Licensing, Maintenance of Effort and others, with time for Q&A. |
| 3:00pm | Evaluation and Adjourn |



Please note: Due to the interactive format of these workshops, in-person attendance is strongly encouraged. However, we understand that traveling to attend in-person events can be difficult for many clerks so we are offering a virtual option.