

2010 HANDBOOK

NEW ENGLAND MUNICIPAL CLERKS' INSTITUTE & ACADEMY

***Plymouth State University
July 17 – 23, 2010***



The purpose of this handbook is to familiarize you with some of the traditions and policies that have been established with the New England Municipal Clerks' Institute and Academy, and to give you an idea about what to expect during the week of the NEMCI&A Program.

It will be important for you to work with your class members as a team. We encourage communication between the classes and the NEMCI&A Board of Directors.

<p style="text-align: center;">New England Municipal Clerks' Institute & Academy POLICIES & PROCEDURES</p>

REGISTRATION: Institute students may register in the Langdon Woods Residence Hall from 3:00 p.m. to 5:00 p.m. on Saturday. All students must register before the mandatory Orientation Session. Additional Please make every effort to arrive on time. Those arriving after the scheduled registration time must contact a Board Member to make arrangements. Your information folder will be available from the Registration Chair. Check out time is 11:00 a.m. on Friday. Please plan accordingly for arrival and departure. Assignments, schedules and general information will be available at that time. Pre-work assignments are to be brought to your first class.

EARLY ARRIVALS: Early arrivals for the Institute and Academy are strongly discouraged. If a student has to arrive before the designated date and time because of transportation problems, private arrangements must be made at a local establishment.

HOUSING ACCOMMODATIONS ARE ONLY FOR THE STUDENTS, FACULTY AND BOARD MEMBERS OF THE INSTITUTE AND ACADEMY.

RECEPTION: There will be a welcome reception and buffet in Langdon Woods Residence Hall from 3:00 p.m. to 6:00 p.m. on Saturday. See your invitation from Brown's River/Marotti in your packet.

ORIENTATION: MANDATORY orientation for all students will begin promptly on Saturday at 6:30 p.m. and conclude by 7:30 p.m. Last minute details, special meetings and other changes are to be announced at this time. No classes will be held on Saturday night – instead you will have the opportunity to unpack, settle in and familiarize yourself with the area.

<p>ACADEMY REGISTRATION: Academy students may register in the Langdon Woods Residence Hall from 1:00 p.m. – 3:00 p.m. on Sunday.</p>

ORGANIZING YOUR CLASS

The following list of suggestions for Year I, Year II and Year III are written to explain how some classes have functioned in the past. Most of this list is optional and is being presented to help you plan your NEMCI&A experience, and to eliminate surprises. Each class will have to make its own decisions about holding a third-year party, fund raising, newsletter, etc. Please feel free to ask any Board Member or other class member for more information. Each class has been assigned a Class Advisor to help (the Advisors will be announced during the Orientation Meeting).

YEAR I

Traditionally, the first year class will meet to organize and appoint/elect officers such as: president, spokesperson, treasurer, secretary, etc. Some classes collect dues and plan fund-raising events to raise money to purchase class shirts, and/or hats, and to pay for their third-year party, which is a tradition with NEMCI&A. You will meet with your Class Advisor following the Orientation Meeting.

YEAR II

You will meet with your Class Advisor immediately following the Orientation Meeting. You should meet as a class to review finances and decide what you would like to do for your third year party. Party plans must be approved by the Board of Directors.

Things you should consider to plan your Year III Party:

1. Arrange location, theme, entertainment and presentations.
2. Coordinate food with Food & Banquet chairman.
3. Charge responsibilities of invitations (design, information and mailing).
4. Choose your color guard for your graduation ceremony. (One member from each state to carry their state flag plus one person to carry the American Flag.)
5. Are you leaving a gift to the Institute at graduation? (NEMCI&A tradition).

YEAR III

Third year class needs to meet and choose your graduation speaker, who will deliver your class speech at graduation. **Please let your Class Advisor know who was chosen no later than Monday afternoon.**

Things that Year III needs to also know:

1. All class members must attend graduation rehearsal.
2. Your class is responsible for music played at graduation. (Prior approval by the Board is required. See your Advisor for suggestions.)
3. Dress for the occasion. It is Graduation Night – this is a night you will want to remember.
4. Remember to make arrangements for your guests. A list of local bed and breakfasts, hotels and motels can be found on the internet at www.lakesregion.org. If you need assistance, you may contact any member of the Board of Directors.
5. A meeting will be held with the Board of Directors. We welcome your comments and/or suggestions about the program.

TOUR FOR ALL STUDENTS: Immediately following orientation, tours will be available for students interested in taking a walking tour of the Plymouth State University campus.

OVERPAYMENTS: If the proper procedures for application to the NEMCI&A are followed, there should be no overpayments. However, we are aware that mistakes do occur and will work with the student if such an issue arises.

REFUNDS: In cases where the applicant makes a payment and scholarship monies received creates an overpayment, request for a refund must be accompanied by a copy of the cancelled check mailed by the applicant as well as a letter from the source of the scholarship. **There will be no pro-rating of tuition/fees for students attending the Institute or Academy.**

REFUNDS DUE TO ILLNESS: If a student does not appear on the opening date of the Institute or Academy due to hospitalization, NEMCI&A will refund the room, board and tuition **less seventy-five dollars (\$75.00) for the non-refundable registration/processing fee.** Documentation will be required before refund will be given.

ABSENCES: THERE ARE NO PROVISIONS FOR BEING ABSENT FROM CLASS. IIMC requirements for satisfactory completion of the courses will be strictly adhered to. You must get to class on time in order to receive credit points for the class.

RECESSES AND BREAKS: There are some soda machines in the halls. The snack bar in the HUB is open Monday – Friday from 7:30 to 1:30. The Book Store is open all week.

MEALS: No dinner will be served on Monday. This will give you an opportunity to enjoy one of the fine local restaurants with your friends and classmates. Dining hours at the cafeteria are:

1. Breakfast: 7:15 – 8:00 a.m.
2. Lunch: 12:15 – 1:00 p.m.
3. Dinner: 5:30 – 6:15 p.m.

Wednesday we will have our dinner in the cafeteria and then join the third-year class for their Graduation Party.

TUITION INCLUDES: All meals for full-time students of the Institute and Academy from Sunday – Friday. If you are a part-time Academy student, meals will be available during your time of attendance.

DORMITORY SERVICES: Please use the lounge for socializing rather than individual rooms. We ask our students to use normal courtesy during social hours. There is no dinnerware or cooking facilities provided in your rooms. Please bring your own plastic or paper goods for your own use. Laundry facilities are not available to us in Langdon Woods. **Room keys and envelopes must be returned before you leave as directed at Registration. There will be a \$25.00 fee charged for each key and envelope not returned.**

TOWELS & LINENS: One set of towels, face cloths and sheets will be provided. They will not be exchanged during the week. You may want to supplement the linens by bringing your own towels and sheets (dorm length single beds). **Pillows are not provided, per New Hampshire Law.**

THINGS TO BRING: Please keep in mind that this is a college dormitory and **NOT** the Holiday Inn. It would be a good idea to consider bringing the following items:

1. An egg crate pad for the mattress
2. Your pillow and maybe a light blanket or throw for the bed

3. An alarm clock
4. A mirror
5. An extension cord – additional reading lamp
6. Cooler
7. Coat hangers
8. Radio or Ipod
9. Bathroom toiletries
10. Extra towels/washcloths and possible extra set of dorm length sheets if desired.
11. Travel mug and water bottle
12. Light weight jacket
13. Umbrella (flip flops or crocs in case of heavy rain)
14. Small coffee pot
15. Trash bags
16. Paper towels/facial tissue
17. Hand soap
18. Network cable if you are bringing a laptop
19. Lawn chair
20. Sneakers (there is a 24-hour exercise room, and when walking to classes you will be more comfortable as it is a little hilly).
21. Small fan. Rooms do have air conditioning – but if you shut your bedroom door you might be more comfortable with a small fan.
22. Snacks to nibble on in your room.

You may want to coordinate with your roommate(s) to bring a dorm fridge or a cooler. **NO** microwaves, toaster ovens or hot pots are allowed. When in doubt, check with a Board Member.

WHAT TO WEAR: Summer classes at Plymouth State University are conducted in an informal atmosphere. Casual, comfortable clothes are best. The weather can change in New England so be prepared for the possibility of a brief shower. The exception to casual dress is Thursday evening's Banquet & Graduation. Please dress appropriately for this special evening. Wednesday evening's party is normally a theme party and you may dress in accordance with that theme. All students will be lodged in air-conditioned rooms.

TRADITIONS AND ACTIVITIES:

Monday evening you will have the opportunity to have dinner on your own which gives you the opportunity to explore the region. You can dine with your friends, classmates and go in a large group or a small one. Plymouth area brochures will be available at the registration table for dining options or you can check their web site.

Wednesday evening from 7:00 p.m. to 10:00 p.m. is reserved for the graduating class party. Your attendance is requested for a Hawaiian-themed party so dress accordingly. Come to enjoy yourselves as the graduating class celebrates their final week at the Institute.

GRADUATION AND BANQUET: The Graduation and Banquet will be Thursday evening beginning at 5:30 p.m. at The Common Man Inn, 231 Main St., Plymouth, NH. (just north of the campus) Dinner will commence at 6:30 p.m. with the graduation to follow.

- ✓ Banquet sign-up sheets will be located in the registration area. Don't forget to list your guests as well because everyone must sign up to be seated!

- ✓ Anyone requesting a vegetarian meal must sign up on a specific list located in the registration area as well.
- ✓ Additional banquet reservations must be made and paid for (\$60.00 per guest) no later than Saturday at registration. All reservations are final after that date.

PLYMOUTH STATE UNIVERSITY'S main office number is (603) 535-5000. Students are asked to check the bulletin board in the Multi-Purpose Room for messages.

- ✓ **Go to the New England Association of City & Town Clerks' website: www.newenglandclerks.org to print out the rest of your informational packet. Please pay specific attention to:**

1. **Medical Release Form**: Bring your **completed** form to the registration table at Plymouth State.
2. **Sexual Harassment Policy**: Bring that **completed** form to the registration table.
3. **Press Release Form**: Bring that **completed** form to the registration table.
4. **Pre-work**: Also of utmost importance – check the website for pre-work. Complete your pre-work prior to arrival to your first class on the respective subject.
5. **Picture Display**: Review the information and have fun putting that together. Bring your poster to the registration table for display.

Directions to Plymouth State University main campus (see map that follows):

Albany, New York– I-90E (Mass. Pike) to I-495N. I-93N to Exit 25, Plymouth. Right at end of ramp, ¼ mile to roundabout. Through roundabout to South Main Street (Route 3). Plymouth State University is on the right.

Boston, Massachusetts – I-93N to Exit 25, Plymouth. Right at end of ramp, ¼ mile to roundabout. Through roundabout to South Main Street (Route 3). Plymouth State University is on the right.

Burlington, Vermont (and upstate New York) – I-89S to Exit 17. Rt. 4E to Rt. 118, Canaan, to Rt. 25E. Six miles to traffic circle, continue three miles on Rt. 25 (Tenney Mountain Highway) through two lights. Take first exit after third light. Right at end of ramp, 1 mile to roundabout. Through roundabout to South Main Street (Route 3). Plymouth State University is on the right.

Hartford, Connecticut – Rt. I-84E to I-90E (Mass. Pike). Exit I-495N to I-93N to Exit 25, Plymouth. Right at end of ramp, ¼ mile to roundabout. Through roundabout to South Main Street (Route 3). Plymouth State University is on the right.

New York City (points south) – I-287N to I-684N to I-84E to I-90E. Exit I-495N to I-93N, to Exit 25, Plymouth. Right at end of ramp, ¼ mile to roundabout. Through roundabout to South Main Street (Route 3). Plymouth State University is on the right.

Portland, Maine – I-95 to Exit 47 to Rt. 25 W to Meredith. Rt. 3S to Route 104W to I-93N to Exit 25, Plymouth. Right at end of ramp, ¼ mile to roundabout. Through roundabout to South Main Street (Route 3). Plymouth State University is on the right.

Providence, Rhode Island – I-95N around Boston to Exit 37. I-93N to Exit 25, Plymouth. Right at end of ramp, ¼ mile to roundabout. Through roundabout to South Main Street (Route 3). Plymouth State University is on the right.

Worcester, Massachusetts – I-290E to I-495N to I-93N Exit 25, Plymouth. Right at end of ramp, ¼ mile to roundabout. Through roundabout to South Main Street (Route 3). Plymouth State University is on the right.

You can view the following campus map in better detail on their website:

www.plymouth.edu/pdf/campusmap_0607.pdf

