

Wisconsin Towns Association

Clerk Bootcamp

Workshop Agenda

June 2025 Cohort



A one-day session designed for new town clerks to learn the duties and functions of the clerk role.

8:00AM Registration

8:30AM Welcome & Introductions

8:45 – 10:00AM Overview of Clerk Role

10:00 – 10:15AM Break

10:15 – 11:45AM Meetings are more than Minutes

11:45 – 12:00PM Break & Get Lunch (provided)

12:00 – 12:45PM Working Lunch

12:45 – 1:00PM Break – Transition to afternoon session

1:00 – 2:30PM Reports

2:30 – 2:45PM Break

2:45 – 4:00PM Financial

4:00 – 4:30PM Additional resources, wrap-up, evaluation

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Registration

I plan to attend the following workshop (please check one):

- | | | | |
|--------------------------|-----------------|----------------------|-------------------------------|
| <input type="checkbox"/> | Monday, June 9 | Clark Co. Courthouse | 517 Court St., Neillsville |
| <input type="checkbox"/> | Tues., June 10 | UW Barron Co. Campus | 1800 College Dr., Rice Lake |
| <input type="checkbox"/> | Friday, June 13 | Town of Grover Hall | W5161 Town Hall Rd., Peshtigo |
| <input type="checkbox"/> | Tues., June 17 | Dodge Co. Courthouse | 210 West Center St., Juneau |
| <input type="checkbox"/> | Thurs., June 19 | Town of Holland Hall | W7937 Co. Rd. MH, Holman |

\$50 – Early registration (registration includes lunch and materials)

(payment must be received at least 10 days in advance of the workshop date)

\$65 – Late registrations and walk-in registrations

Name

Town

County

Mailing Address

City/State

Zip

Telephone

Email

Make check payable to the Wisconsin Towns Association and mail along with registration form to:

Wisconsin Towns Association; W7686 County Road MMM; Shawano, WI 54166.

Registration and payment may also be submitted online on the WTA website, www.wisctowns.com.

Total charges will include a \$2.65 credit card processing convenience fee for payments made via credit card.

If you have any questions, please email wtowns@wisctowns.com or call (715) 526-3157.

Cancellations received 10 days or more in advance of the workshop date will receive a full refund less a \$15.00 administrative fee. Cancellations received less than 10 days in advance will be charged a \$15.00 administrative fee plus the cost of food. Refund requests submitted 30 or more days after the event will not be processed.