

Township clerks and deputies have plenty of hurdles to navigate when it comes to running elections. MTA can help! Spend an afternoon with us this June as we take a deep dive into election requirements and explore practical ways to manage your upcoming elections.

Is Your Township Election Ready?!

We'll review who can do what when it comes to election duties and offer tips to "lighten your load". So, grab your deputy and join MTA's election experts and former township clerks Cindy Dodge and Judy Bigney as we explore the latest in elections.

Who does what—and where can clerks get help: Explore the roles of deputies, election assistants and inspectors, discuss strategies for managing the interoffice dynamics and learn where clerks can turn for support.

How election changes affect compensation: Understand how increased hours from early voting and election administration affect your election workers' compensation, and learn how Social Security exemptions and other income taxes come into play.

What to know about early voting agreements: Navigate early voting agreements when partnering with multiple jurisdictions and explore key considerations before entering into an agreement.

You'll walk away with insights into what's new, what works (and doesn't), as well as tried-and-true checklists and time management tips that will help you troubleshoot even those nagging Election Day issues!

Lunch is included with registration and begins at noon. Class is held from 1 to 5 p.m.

Dates and locations:

- June 4:** Fetzer Center at WMU, Kalamazoo
- June 16:** Northern Center at NMU, Marquette
- June 17:** Treetops Resort Conference Center, Gaylord
- June 23:** Bavarian Inn Lodge, Frankenmuth
- June 25:** Online option (via Zoom)

Confirmations, online access and "know before you go" communications will be sent via email. Need to update your email? Email database@michigantownships.org



Election Ready

Send completed form to
 MTA, P.O. Box 80078, Lansing, MI 48908-0078.
 email rebecca@michigantownships.org or fax (517) 321-8908.
 Register online at www.bit.ly/twptraining

 Township and County

 Name and Title

 Email

 Name & Title

 Email

When will you join us?

- June 4:** Kalamazoo
- June 16:** Marquette
- June 17:** Gaylord
- June 23:** Frankenmuth
- June 25:** Online

▶ **Early-bird Rate*:** \$100/person
Expires three weeks prior to event date

▶ **Late Rate*:** \$150/person
Applies three week prior to event date and on-site.

_____ (# of persons) x \$_____ (rate) = \$_____

**Non-members, call MTA for rates.*

<input type="checkbox"/> Invoice my township (members only) <input type="checkbox"/> Check enclosed (payable to MTA) <input type="checkbox"/> Charge to: (circle one) MasterCard VISA		
Card #	CSV (3-digit code)	Expires
Print Card Holder's Name		Signature

When and where

June 4: Fetzer Center at Western Michigan University, 2350 Business Court, Kalamazoo
Free parking in the front lot (72F)

Lodging options near the university will appear in your registration confirmation sent via email.

June 16: Northern Center at Northern Michigan University, 540 W. Kaye Ave., Marquette
Free parking in Lot 8 or Lot 1

Lodging options near the university will appear in your registration confirmation sent via email.

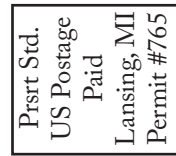
June 17: Treetops Resort Conference Center
3962 Wilkinson Rd., Gaylord
Conference Center is located beyond the tennis courts.
Need lodging? Call (855) 261-8764

June 23: Bavarian Inn Lodge Conference Center
One Covered Bridge Ln., Frankenmuth
Meet us on level two in the Conference Center.
Need lodging? Call (855) 652-7200 Group 1471RC

June 25: Online option (via Zoom)
Class begins at 1 p.m. Zoom will allow you to join up to 10 minutes prior. You can watch live, view the recording later or both!

Special dietary needs or accommodation
Email kristin@michigantownships.org or call (517) 321-6467, ext. 230 at least one week in advance.

Cancellations, substitutions or switching
Written cancellation requests received at least three weeks prior to class will receive a full refund. No refunds are issued thereafter without extenuating circumstances. Can't make the date? You may switch locations (as space allows), request online access or substitute another individual from your township. Please notify MTA of any changes. No-shows will be given online access. Note that switching in-person locations with less than one week's notice may result in additional fees of \$30/person.



512 Westshire Drive
P.O. Box 80078
Lansing, MI 48908-0078

**Join MTA for a
deep dive into
election readiness**

