



*Grow and Learn with us...*



**2019**

# **HANDBOOK**

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

*It is important for you to work as a team with your class members. We encourage communication between the classes, the faculty and the NEMCI&A Board of Directors. We are here to help you.*



# New England Municipal Clerks' Institute & Academy

## POLICIES AND PROCEDURES

### **NEMCI&A Policies:**

**ABSENCES:** There are no provisions for being absent and you must be at your classes on time. There is strict adherence to IIMC requirements for satisfactory completion of the courses.

**EARLY ARRIVALS:** Early arrivals cannot be accommodated. Private arrangements must be made on your own at a local establishment.

**LATE ARRIVALS:** If you are an Institute student and cannot arrive by 3:00pm please contact your class advisor.

**CONDUCT:** Participants are expected to conduct themselves in a professional, mature and responsible manner that reflects highly on themselves, their municipality, and this organization.

**ID BADGE:** You must wear your ID badge at all times outside of your room. Badges are to be returned at check out in the lobby along with your key (in its original envelope) and evaluations.

**HOUSING:** Housing accommodations for the Institute and Academy are for students, faculty and board members only. Your tuition includes housing. **All institute students are required to stay in the dormitory.**

**KEYS:** Keys are to be kept with you at all times. You will receive two keys, one for the front door, and one for your room. **Do not** discard your key envelope. Keys must be returned in the original envelope on Friday. There is a \$25.00 charge for lost keys and/or lost envelopes.

**CHECKOUT:** You must be out of your room by 10:00am on Friday morning. Checkout consists of placing your completed evaluation and ID badge in the boxes provided and dropping your key in **its original envelope** in the key box. Both boxes will be in the lobby next to the main door.

**IN CASE OF EMERGENCY:** Plymouth State University's main office number is (603) 535-5000.

**REFUNDS:** In cases where the applicant makes a payment and scholarship monies received create an overpayment, a 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. **The \$75.00 registration fee is non-refundable.**

**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 fee less \$50.00 for processing. Documentation will be required before refunds will be given.

### **Registration Procedures:**

|                 |  |
|-----------------|--|
| <b>Saturday</b> | 1:30 - 2:00 Year 1 Registration and move into your assigned room<br>2:00 - 3:00 Registration Year 2 & 3, Academy if doing Athenian<br>3:30 - Tour for Year 1 with Class Advisor ending at orientation<br>3:30 - Tour for all others, if any, with Academy Advisor<br>4:00 - 5:30 ALL participants, Orientation/Reception<br>5:30 - 7:30 Year 1 Introduction (first class)<br>5:00 - Year 2 & 3 classes meet with Class Advisor |
| <b>Sunday</b>   | 3:30 - 4:30 Academy Registration   |
| <b>Tuesday</b>  | 3:30 - 4:30 Academy Registration   |

## Institute Procedures:    *Here's what to expect...*

### Day 1

**REGISTRATION: Refer to registration schedule on page one.**



Langdon Woods Residence Hall  
7 Armory Road  
Plymouth, NH 03264

Additional assignments, schedules and information will be available at that time. Please make every effort to arrive on time. Late Arrivals should contact a Board Member.

***Year 1** – Your first commitment is the tour at 3:30 followed by the orientation and reception. Please be sure to arrive in time to unload and settle into your room before this 3:30 commitment. **Your First Class** will be Saturday from 5:30 to 7:30pm.*

**ORIENTATION/RECEPTION:** A mandatory orientation for all students will be held Saturday afternoon. Last minute details, special meetings and possible schedule changes will be announced at this time.

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### Day 2

*Classes, Classes...*

**PRE-WORK:** Pre-work assignments are to be brought to your first class.



### Day 3

Monday evening provides the opportunity for **dinner on your own** with friends or classmates. Check out [www.lakesregion.org](http://www.lakesregion.org) to further explore the region.

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### Day 4

*...and More Classes. There is also an optional evening class for extra points.*

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### Day 5

*Party*



Wednesday is reserved for the graduating class party. You won't want to miss it! See the invitation in your information packet. Creative costuming is encouraged!

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### Day 6

**\*\*\*Cocktails at 6:15 p.m., Graduation at 6:45 p.m., followed by dinner\*\*\*  
**Group State pictures will be taken during Cocktail time, please arrive promptly****



- See Graduation invitation for location details
- Those preferring a vegetarian meal or those with special dietary restrictions should email the Banquet Chair as soon as possible.
- Additional banquet reservations must be made and paid for at registration. All reservations are final after that date.

## **Dormitory Life**



### *Things to know...*

**CHECKOUT ON FRIDAY** is at 10:00am This consists of handing in your evaluation form, ID badge and your keys in their original envelope.

**CLASS BREAKS:** There are soda/water machines in some of the classroom halls. The snack bar in the HUB is open Monday – Friday from 7:30 a.m. to 1:30 p.m. The Book Store is open all week. A travel coffee mug and refillable water bottle come in handy.

**COFFEE CAFÉ AT LANGDON WOODS LOBBY:** Available at 6:30 a.m.

**KEYS:** Keys are to be kept with you at all times. You will receive two keys, one for the front door, and one for your room. Do not discard your key envelope. Keys must be returned in the original envelope on Friday. There is a \$25.00 charge for lost keys and/or lost envelopes.

#### **MEALS:**

- ✓ No dinner will be served on Saturday or Monday.
- ✓ Food will be provided at the Orientation
- ✓ The regular daily dining hours are:  
Breakfast 7:00 – 7:45 a.m., Lunch 12:15 – 1:15 p.m., Dinner 5:30 – 6:15 p.m.
- ✓ On Wednesday, dinner will be provided at a location announced at orientation, then join the third-year class for their Graduation Party.
- ✓ Tuition includes breakfast, lunch and dinner for all Institute and Academy students with the exception of Saturday and Monday night.

**ROOMS:** Rooms are air-conditioned, pre-set to 76 degrees. There are double and suite rooms (quads). Your room will be pre-assigned. You may request a roommate on your registration form; otherwise we will place you with a classmate. A limited number of single rooms are provided to those students that have medical issues, decided upon case by case basis, for an additional \$30.00 per night charge.

\*Bring a fan with you if you want to feel cooler. The room temperatures cannot be changed.

**SNACKS AND DRINKS:** Bring your own – and don't forget your own plastic or paper goods, as none are provided.

**TOWELS AND LINENS:** Two bath towels, hand towel, wash cloth, pillow, blanket and set of sheets will be provided. They will not be exchanged during the week. You may want to supplement the linens by bringing additional towels and dorm length single bed sheets. Plan to bring your favorite pillow and a blanket or coverlet, since the rooms are air-conditioned. Beds will be made prior to arrival.

**WHAT TO PACK:** See Page 5.

#### **WHAT TO WEAR:**

- Casual comfortable clothes
- Comfortable shoes for walking
- Dress clothes for the Banquet and Graduation

**Note:** The dormitory is air-conditioned, many classrooms are not. Be prepared for both hot and cool weather. You will be walking between buildings and should prepare for rain as well.

**WIFI:** [Langdon Woods Resident Hall is WIFI accessible.](#) The password will be provided.

## YEAR I

Traditionally, the first year class will organize and elect representatives such as a president, spokesperson, treasurer, and secretary, etc. Some classes collect dues and plan fund-raising events to purchase class shirts or hats and to pay for their third-year party, a long-standing NEMCI&A tradition.

A picture display of your town, staff, office and anything else you can add to tell us the story of your Municipality is required by each first year student. Be creative! You want to show off your town and show your pride in the community you represent. Please see the Picture Display in the Information Packet on the website.

In order to apply for CMC status, you must be a dues paying member of the IIMC for two years. Year I students should make sure they are enrolled in IIMC if they are working towards their CMC certification.

Your schedule of classroom locations and class times will be provided at the time of registration. Although your schedule will be very busy you will find it quite rewarding. Bring your own office supplies such as staplers, scissors and tape. You must wear your identification badge at all times.

## YEAR II

Year II students should review finances and plan your third year party. You will meet with your Class Advisor immediately following the Orientation Meeting. Party plans for your third year must be approved by the Board of Directors.

Other things you should also consider:

1. Arrange location, theme, entertainment and presentations.
2. Coordinate food with Food & Banquet Chair.
3. Charge responsibilities of invitations (design, information and mailing).
4. Choose your color guards (member of each state plus the American Flag).
5. Are you leaving a gift to the Institute at graduation? (NEMCI&A tradition).
6. Make arrangements to speak with members from Year 3 regarding the costs associated with the party.
7. Discuss who your graduation speaker will be. This person will represent you at graduation and deliver your class speech. The Board of Directors will need this information no later than May 1<sup>st</sup> to prepare the Graduation Programs.

## YEAR III

The Third Year Class will vote on the recipients of the Lobster Award, the Henry Paquin Memorial Scholarship and the Clyde McKee Scholarship Award. Please let your Class Advisor know who was chosen no later than Tuesday afternoon.

### Graduation:

1. All class members must attend graduation rehearsal.
2. Your class is responsible for the music played at graduation. (Prior approval by the Board is required. See your Advisor for suggestions.) This needs to be arranged well before arriving at NEMCI&A.
3. Select three members to represent your class in a meeting with the Board of Directors to discuss your experience at NEMCI. We welcome your comments and/or suggestions about the program.
4. Dress for the occasion. It is Graduation Night – this is a night you will want to remember.
5. Remember to make arrangements for your guests. A list of local bed and breakfast facilities, hotels and motels can be found at: [www.lakesregion.org](http://www.lakesregion.org). If you need assistance, you may contact any member of the Board of Directors.

## ACADEMY

Academy courses are more in-depth, intensive and relate to the development of high-level administrative skills and executive-level management. Check your chosen courses online, some pre work may be required.

**Forms you must bring with you to registration:**

1. Your Medical Release Form.
2. Your Sexual Harassment Policy Acknowledgment.
3. Your Anti-Bullying Policy Acknowledgment.
4. Your Press Release, if desired.
5. Your Photo Release Form.

**Suggested items to bring to make your stay comfortable:**

|  |   |  |
|--|---|--|
| <p><b>For Class</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Your Pre-Work (If required)</li> <li><input type="checkbox"/> Display Poster (Year 1)</li> <li><input type="checkbox"/> USB Flash Drive</li> <li><input type="checkbox"/> Travel mug and water jug/bottle</li> <li><input type="checkbox"/> Network cable<br/>(if you bring a laptop without a wireless connection)</li> <li><input type="checkbox"/> Office supplies<br/>(binder, notebook, scissors and tape, etc.)</li> </ul> | <p><b>For Your Bed</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An egg crate foam pad</li> <li><input type="checkbox"/> Mattress pad</li> <li><input type="checkbox"/> extra sheets, blanket or comforter</li> <li><input type="checkbox"/> Pillow</li> </ul>  | <p><b>For Your Room</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Blue painters tape<br/>(this is to hang your posters outside your dorm room for judging. etc.)</li> <li><input type="checkbox"/> Coat hangers</li> <li><input type="checkbox"/> Alarm clock</li> <li><input type="checkbox"/> Small Mirror</li> <li><input type="checkbox"/> Extension cord</li> <li><input type="checkbox"/> Radio</li> <li><input type="checkbox"/> Small coffee maker</li> <li><input type="checkbox"/> Fan</li> <li><input type="checkbox"/> Small lamp for reading</li> <li><input type="checkbox"/> Trash bags</li> <li><input type="checkbox"/> Printer &amp; paper<br/>(work this out with your roommates/classmates)</li> </ul> |
| <p><b>For The Bathroom</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Towel, facecloth</li> <li><input type="checkbox"/> Bathroom toiletries</li> <li><input type="checkbox"/> Bath mat</li> <li><input type="checkbox"/> Hair dryer</li> <li><input type="checkbox"/> Extra Toilet Paper<br/>(-there's never enough!)</li> <li><input type="checkbox"/> Paper towels/tissues</li> <li><input type="checkbox"/> Bar soap</li> <li><input type="checkbox"/> Hand soap</li> </ul>                 | <p><b>For the Lounge/Suite</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cash (raffles, drawings)</li> <li><input type="checkbox"/> Lawn chair</li> <li><input type="checkbox"/> Iron, Ironing Board if desired</li> <li><input type="checkbox"/> Snacks</li> <li><input type="checkbox"/> Cooler or dorm-size refrigerator<br/>(work this out with your roommates)</li> <li><input type="checkbox"/> Insect Repellent</li> </ul> | <p><b>Clothes</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Jacket, sweater/sweatshirt</li> <li><input type="checkbox"/> Umbrella or rain poncho</li> <li><input type="checkbox"/> Sneakers (there is a 24-hour exercise room)</li> <li><input type="checkbox"/> Dress outfit for Thurs.</li> <li><input type="checkbox"/> Party outfit for Wed.</li> </ul>  |

And last, but not least:

- A dolly or cart to transport all this stuff from car to dorm!

The only required item on this list is Pre-Work that may have been assigned. All other items listed are merely suggestions. There are many shops in town, as well as a Wal-Mart, Dollar Store, and grocery store.

NO MICROWAVES, TOASTER OVENS OR HOT POTS ARE ALLOWED. A microwave is available in the dormitory kitchen.