



Indiana Township Association, Inc.
presents the
2010 Educational Conference
September 26-29

SHERATON INDIANAPOLIS HOTEL & SUITES
8787 Keystone Crossing, Indianapolis, IN 46240

On behalf of the Board of Directors, we invite you to attend the 2010 Educational Conference at the Sheraton Hotel in Indianapolis September 26-29.

As public servants we are grounded through education and experience. At this conference you will have opportunity for a lot of classroom instruction but also have time for networking with other members.

We will also provide time for relaxation and inspiration. Starting with a "Welcome Reception / Corn Hole Tournament", a special guest for lunch on Tuesday, and ending with "Elvis" as our entertainment during the awards banquet on Wednesday evening (Come prepared to "sock hop"!).

We encourage each trustee, their staff and board members from member townships to attend this conference. We look forward to seeing each of you in September.

Mary Hart
ITA President

Linda Williams
Conference Chair

State Board of Accounts Annual Meeting

Wednesday, September 29 - 9:00 A.M.
No cost / no registration required.

Schedule of Events (tentative)

Sunday, September 26

5:00 pm - 7:00 pm

Monday, September 27

7:30 am - 4:30 pm

8:30 am - 9:00 am

9:00 am - 11:30 am

11:30 am - 1:00 pm

1:00 pm - 4:00 pm

6:00 pm - 8:00 pm

Tuesday, September 28

7:30 am - 4:30 pm

8:30 am - 9:45 am

10:00 am - 11:15 am

11:30 am - 1:00 pm

1:30 pm - 2:45 pm

2:45 pm - 3:00 pm

3:00 pm - 4:15 pm

6:00 pm - 8:00 pm

Wednesday, September 29

7:30 am - 4:30 pm

7:30am - 9:30 am

9:00 am - 11:30 am

11:15 am - 1:30pm

11:30 am - 1:00 pm

1:00 pm - 4:00 pm

7:00 pm - 10:30 pm

Event

Registration Open

Registration & Resource Center Open

Coffee & Pastries

General Session

Lunch On Own

General Session / Area Meetings

Welcome Reception / Corn Hole Tournament

Registration & Resource Center Open

Seminar Breakouts

Seminar Breakouts

Luncheon

Seminar Breakouts & Roundtables

Coffee/ Tea Break

Seminar Breakouts & Roundtables

Exhibitor Setup

Hospitality Room

Registration & Resource Center Open

Exhibits Open - Coffee & Pastries

State Board of Accounts Annual Meeting, Part 1

Exhibits Open

Lunch on your own

State Board of Accounts Annual Meeting, Part 2

Awards Dinner & Entertainment

Seminar Topics (tentative)

Here are some of the classes that are being planned for September:

Volunteer Firefighting

Cemetery "Ownership"

Cemetery Preservation

Township Assistance Handbook

The FSSA Hybrid Plan

Determining Eligibility for Assistance

Social Security Programs

Landlord / Tenant laws

Township Policies

Meth labs in Indiana

Tax Caps - How to Survive

Fire Chiefs' Association

Board Members' Round table discussion

Medicaid Programs / Burials

Tax Caps / Property Tax Appeals

DLGF On-Line Budgeting

Merging: Is It For Your Township?



INDIANA TOWNSHIP ASSOCIATION, INC.

The Voice for Grassroots Government

2010 Educational Conference

Membership is required to register. For information on membership, please contact the ITA Office at 317.813.3240.

*All Early Bird Registrations must be postmarked by the September 3, 2010.
After September 3, on site registration will be available at the conference.*

PLEASE SUBMIT A SEPARATE REGISTRATION FORM FOR EACH PERSON ATTENDING

PLEASE PRINT

TOWNSHIP: _____ COUNTY: _____
(Name of Company)

FIRST NAME: _____ LAST NAME: _____
(Preferred name as you want it to appear on your name badge)

TITLE/POSITION: _____ OFFICE ADDRESS _____

CITY: _____ ZIP: _____ OFFICE PHONE: _____

OFFICE FAX: _____ EMAIL: _____

HAVE YOU ATTENDED AN ITA CONFERENCE BEFORE? (please circle) YES NO

Member YES _____ NO _____

FULL CONFERENCE

Includes: All Events, Seminars & Meals

Members Cost

Early Bird (before 9/3/2010) \$155 _____
After 9/3/2010 \$200 _____

Non Members Cost

Early Bird (before 9/3/2010) \$250 _____
After 9/3/2010 \$300 _____

OPTIONS FOR SPOUSE/GUEST OF:

	<i>Members</i>	<i>Non Members</i>
Meals/Entertainment Only	\$99 _____	\$149 _____
Awards Dinner Only	\$45 _____	\$65 _____

VENDORS & SPONSORS

Free Registration with Booth or Sponsorship _____

Seminars and General Sessions require "Full Conference Registration".

ITA Associate Members receive one complimentary registration with the purchase of a booth.

Credit Card Type: Visa or MasterCard Name as on Card: _____

Card#: _____ Address Associated with Card: _____

Exp. Date: _____ Total # of people paying for using Credit Card: _____ Total amount to be charged: _____

MAKE CHECKS PAYABLE TO:

**Indiana Township Association, Inc.
Phone: 317.813.3240**

P.O. Box 611

**Fishers, IN 46038
Fax: 317.813.3187**

ITA Office Use Only:

Check #: _____ Total # paying for: _____

Total this registration: \$ _____

Date Received: _____

Total Check: \$ _____



Indiana Township Association, Inc.

Award Nominations

Each year, the ITA presents three awards to its membership: The “Harold ‘Gene’ Stofer” Trustee of the Year, The “Charles Bogden Memorial” Township Board Member of the Year, The Township of the Year and **Township Employee of the Year**. The Awards Committee reviews all submitted nominations and, based upon the information provided, determines the winners which are presented during the annual awards banquet.

The information provided as part of the nomination must demonstrate the individual or township’s accomplishments during the past year. A typical winner will represent accomplishments that are “above the call of duty” rather than simply good public service as the law requires. Also, the officer or township nominated must be a “member in good standing” of the Indiana Township Association and currently holding office. All nominations will be held for consideration for two years.

Nominator Name: _____ Phone #: _____

■ “Harold ‘Gene’ Stofer” Trustee of the Year

Name of Trustee: _____ Township: _____ County: _____

Address: _____ City: _____ Zip: _____

Date of First Term of Office: _____

■ “Charles Bogden Memorial” Township Board Member of the Year

Name of Trustee: _____ Township: _____ County: _____

Address: _____ City: _____ Zip: _____

Date of First Term of Office: _____

■ Township of the Year (This nomination should demonstrate the cooperation and involvement of the Trustee, the Township Board and community in activity designed to improve township government.)

Township: _____ County: _____

■ Township Employee of the Year

Name of the Employee: _____ Township: _____ County: _____

Address: _____ City: _____ Zip: _____

Date of Start of Employment: _____

Nominators are encouraged to include (Typewritten preferred):

- Brief explanation of reason(s) for nomination
- Names of Board Members
- Any interesting or unique observations in describing the township; such as population, geographical location within state, etc.
- Name of spouse, years married, children, etc
- Formal occupation, community service(s), Social affiliations, Other offices held
- Letters of support, news articles, or any other documents that may enhance the nomination.

Questions may be directed to the Awards Committee Chair, Steve Anderson at 812.883.4746

DEADLINE FOR NOMINATIONS IS SEPTEMBER 3

Nominations will be held for consideration for two years.

All Nominations should be mailed to:

Indiana Township Association, Inc. PO Box 611 Fishers IN 46038 or FAXED to: 317.813.3187

Trade Show

Wednesday, September 29

Exhibits Open: 7:30-9:30 a.m. & 11:15 a.m. - 1:30 p.m.

Door Prizes

Door prizes will be given away throughout the Conference. Your help is appreciated in donating and/or collecting these prizes. You can donate as a Trustee, as a Township, or combined as a County. You can also request a prize from your local businesses. Remember – ALL prizes have value!! Turn them in at the Registration and Resource Center when you arrive at the Conference.

Resource Center

The resource center has become a popular element of the ITA conferences. The center will be open for business again this September. You will be able to purchase recommended books, brochures, township maps, logo items and more.

Why is the Conference Registration “All or Nothing”

Every effort is made to hold conference costs down while providing quality educational and networking sessions as well as social activities. Every dollar from registration fees is spent on the conference. The cost for meeting and exhibit space is based on the estimates of food, beverage and hotel room sales. If those are reduced, the cost of conference space would increase. Therefore, our costs would remain the same while our income was reduced if we offered partial packages. Of course, it would be great if everyone's preferences could be accommodated. You are probably aware, however, that the ITA provides multi-day conferences comparably priced to many organization's one-day trainings. The ITA makes every effort to make the most out of each conference and membership dollar received. If you have suggestions at any time, please feel free to contact the ITA office at 317.813.3240 or ita@indianatownshipassoc.org.

You can HELP with Vendors, Sponsors & Advertisers

Collecting business card ads is very simple and an inexpensive way for your vendors to show their appreciation for your patronage. If you have a vendor interested in an ad other than business card size, please contact Barbara at 317.813.3240 or ita@indianatownshipassoc.org for pricing. Otherwise, simply collect their business card, along with their payment of \$30.00 September 3. We can mail them a receipt for their records, if requested.

Many townships and county trustee organizations purchase ads to help support the costs of the conference program. Your help is also appreciated in collecting door prizes - no prize is too big or too small. Just turn them in at the Registration and Resource Center when you arrive at the conference.

Send the business cards and payments (payable to the I TA) to: Indiana Township Association
Deadline is **September 3.**

PO Box 611
Fishers IN 46038

**New Lower
Advertising Rates!**

	Member	Non-Member
Back Cover (Color)	\$500.00	\$600.00
Inside Front Cover	\$350.00	\$450.00
Inside Back Cover	\$350.00	\$450.00
Full Page	\$250.00	\$350.00
Half Page	\$175.00	\$250.00
Quarter Page	\$ 75.00	\$125.00
Business Card	\$ 30.00	\$ 30.00

LAST DAY TO **RESERVE ROOMS:** **SEPTEMBER 3, 2010**

**Discounted rooms may not be available
after September 3 due to limited
availability at the Sheraton.**

Book early!

DISCOUNTED RATES: Standard King or Double: \$109 / Suite King or Double: \$159.
FREE PARKING (the “free parking” garage is on the north side of the hotel.) There is a charge for VALET parking. Please specify that you are booking a room for the Indiana Township Association Conference. To make reservations, please call 1-888-627-7814 or go to <http://www.starwoodmeeting.com/Book/ITA10> *before September 3rd.*

GUARANTEE METHOD: Individuals must provide a form of payment (either a credit card or a deposit of one night’s room and tax) to guarantee a room. All deposits must be received within one week of making the reservation, or reservations will be cancelled (unless you are using a credit card to guarantee payment). Please note that credit cards will only be charged if the room is cancelled within 24 hours of arrival, or if the guest does not check in on arrival date of specified in your reservation (this will be considered a “no show”).

24 HOUR CANCELLATION POLICY: To avoid a penalty fee of one night’s room and tax, reservation must be cancelled 24 hours prior to arrival.

PAYMENT: **IMPORTANT NOTICE!!!!** If you intend to pay for your hotel by township check, you **MUST** present your check at CHECK-IN! You will be required to give a credit card or \$50 cash deposit at check-in for incidentals that may be charged to the room. **ALSO** - you must present your tax exempt form at CHECK-IN.

Deadline

September 3 is the last day for:

- Discounted rooms
- Early Bird Registration
- Program Advertisements
- Award Nominations

Watch the website for updated
information!

www.indianatownshipassoc.org



The Voice for
Grassroots Government

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