Clerks Institute Attendance Justification Letter

<<Date>>

Dear <<Supervisor’s Name>>,

I would like to attend the 48th Annual Colorado Municipal Clerks Association (CMCA) Institute from July 15-19, 2024, in Fort Collins, Colorado. This week-long training will provide me with valuable educational sessions and the chance to network with top professionals and colleagues in our field.

The CMCA Annual Institute offers sessions aimed at improving Clerk skills and professional development. Topics include Agenda Management, Communication, Budgeting, Strategic Goal-Setting, Team Building, Staff Management, Digital Business, and more. There are also courses on specific Clerk’s office skills such as Liquor and Marijuana Licensing, Colorado Open Records Requests (CORA), running Elections, and other key areas.

These sessions will help our Clerk’s office and community stay ahead in a challenging environment. They will offer solutions to many of the issues we face. The ideas, best practices, contacts, and tools I will gain from this conference will save time and money while focusing on our municipality’s needs. I am dedicated to sharing what I learn with our office.

Given the current economic conditions, I know we must be careful with spending. I have budgeted [Total Conference Cost] for attending the Institute. Please see the attached worksheets for a detailed breakdown of these costs.

I believe attending this Institute is a wise investment in our community’s future.

Sincerely,

<<Your Name>>