



MoCCFOA

2018 MML – Affidavit of Attendance

As a Municipal Employee and taking an ethical oath of office, I hereby certify that I have attended the following 2018 MML Master Academy and/or MML Conference training in Branson, MO sponsored by the MoCCFOA, MSU and IIMC:

INSTRUCTIONS: Please INITIAL next to the sessions you attended and complete ALL information at bottom of form and if needed, turn the form over and fill out the Certification Progress Plan.

Master Academy: Sunday, September 16, 2018

_____ I Spy-Looking Through our Customers’ Eyes/Conquering Superman 6 hours Tucker/Brawner

MOCCFOA MML Sessions: Monday, September 17, 2018

_____ Employment Discrimination Law Update 1hour Joanna Trachtenberg

_____ A Clerk’s Guide to Social Media Records 1hour Robert Wilburn

MML Conference – (Cannot be used as Education Points toward Missouri Certification for MOCCFOA.- Experience Only)

Monday, September 17, 2018

_____ (1.5 HR) Protecting from Computer Crime

_____ (1.25 HR) Ethics

_____ (1.25 HR) Risk, Reward & Big Picture

_____ (1.25 HR) Local Gov. & Census Data

_____ (1.25 HR) Creative Housing Solutions

_____ (1.25 HR) Defying the Odds

_____ (1.25 HR) Winning at Wastewater

_____ (1.25 HR) MACOG

_____ (1.25 HR) Mike Bazzell

_____ (1.25 HR) Sunshine Law

_____ (1.25 HR) Revenue Sources

_____ (1.25 HR) Active Shooter

_____ (1.25 HR) Using your Code of Ordinance

_____ (1.25 HR) Design-Build for Statutory Cities

_____ (1.25 HR) MCMA Session

_____ (1.25 HR) Elements of an Investment Program

Tuesday, September 18, 2018

_____ (1.25 HR) Budget Basics & More

Wednesday, September 19, 2018

_____ (1.25 HR) Revolutionizing Government in the 21st Century

_____ (1.25 HR) Wireless Deployment

_____ (1.25 HR) Community Surveys

_____ (1.25 HR) The Tax Reform Act/Bonds

_____ (1.25 HR) Harassment in the Workplace

_____ (1.25 HR) Using Social Media to Educate

_____ (1.25 HR) Data Driven Infrastructure Planning

_____ (1.25 HR) Rural Development

TOTAL HOURS (this section) _____

Name (Please Print): _____ Last 4 Digits of SS#: _____

City/Village of: _____

Mailing Address: _____ Zip: _____

Signed: _____ Date: _____

Email: _____

Mark your **CURRENT** Level of Certification(s):

- | | | | | | |
|-----------|--|-------|-------------------------------|--|---|
| Missouri: | <input type="checkbox"/> None | IIMC: | <input type="checkbox"/> None | Other: | <input type="checkbox"/> I have earned all levels of certification that I intend to attain. |
| | <input type="checkbox"/> MRCC | | <input type="checkbox"/> CMC | | Count my hours toward hour certificates only. |
| | <input type="checkbox"/> MRCC Continuing | | <input type="checkbox"/> MMC | <input type="checkbox"/> I have attained my MPCC and/or MMC. | |
| | <input type="checkbox"/> MRCC Sustaining | | | | Count my hours toward hour certificates only. |
| | <input type="checkbox"/> MPCC | | | | |

If you did **NOT** mark one of the boxes in the **OTHER** column, you **MUST** fill out the Certification Progress Plan in order to receive certified hours toward your next level of certification.



MISSOURI STATE OFFICE OF ACCESS AND OUTREACH

(417) 836-6866 FAX (417) 837-2300 E-MAIL: BDAVIS@MISSOURISTATE.EDU

CODE OF ETHICS

The Missouri City Clerks and Finance Officers Association is a professional organization of municipal clerks and finance officers who have united to:

- impart standards of quality and integrity so the conduct of members shall be above reproach and merit public confidence;
- promote the professional development of the Association's members; and,
- enhance and promote the professional management of governmental records.

To further these objectives, certain principles shall govern my conduct as a member of the Missouri City Clerks and Finance Officers Association:

1. To recognize that my chief function at all times is to serve the best interests of the people;
2. To uphold both the letter and the spirit of the government and laws of the State of Missouri, my county and municipality;
3. To devote my time, skills and energies to my office, both independently and in cooperation with other professionals;
4. To so conduct my public and private life as to be an example to my fellow citizens;
5. To be sensitive and responsive to the rights of the public and the public's changing needs;
6. To impart to my profession those standards of quality and integrity, that the conduct of the affairs of my office shall be above reproach and will merit public confidence in my community;
7. To maintain my neutrality and impartiality, rendering equal service to all and extend the same treatment I wish to receive myself;
8. To respect and protect privileged information to which I have access by virtue of my office;
9. To not knowingly be a party to or condone any illegal, immoral, or improper activity; and,
10. To use neither public property nor resources for my personal or political gain.

I do hereby subscribe to this Code of Ethics, which I affirm will govern my professional and personal conduct as a Missouri Registered City Clerk.



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**MOCCFOA
CERTIFICATION PROGRESS PLAN**

This Plan must be submitted within 30 days after attendance of any of the following: Fall Master Academy/MML Conference, MOCCFOA Regionals and New Clerks or Spring Master Academy/Spring Institute, in order to receive education points toward MOCCFOA or IIMC certification. You may complete the form and submit it at the end of the Conference with your Affidavit or within 30 days electronically to: bpearson@missouristate.edu; or mail to Belinda Pearson, MSU Outreach, 901 S. National, Springfield, MO 65897.

Name:	Job Title:
City:	Division:
Signature:	Date:

CONFERENCE SUMMARY. Please use the space below to provide a summary on the following. Please use all of the space provided. Please give more than a couple of sentences. These are required by IIMC.

- a. Write a summary of the conference in general. Please include the name of the event you attended.*
- b. Include information that you learned and how it will benefit you in your position or benefit your city.*
- c. List any goals you may strive to implement as a benefit to yourself or your city.*
- d. If you are in the final stages of the MPCC Designation, your information should be in essay form and include the benefits of participating in the education process.*