



# Aim Training for Recently Elected Municipal Officials Recording Order Form

## YOUR INFORMATION

Name		
Title		
Municipality		
Address		
City	State	ZIP
Phone	Email <i>(Must be provided)</i>	

## MODULE SELECTION

### MEMBER

### NON-MEMBER

MODULE SELECTION	MEMBER	NON-MEMBER
<b>Module One: Introduction to Aim and Municipal Government</b> Just like a computer tech needs to know the latest about viruses and a surgeon needs to know the latest techniques, municipal officials need to know the most recent laws and best practices for governing efficiently and effectively. This training module will cover the services of Aim and lay a valuable foundation about the structure of city and town governments in Indiana.	\$20	\$30
<b>Module Two: Public Meetings and Public Records</b> There are many laws in place designed to ensure transparency into how municipal government functions and the countless decisions that are made on a daily basis. These laws generally fall into two buckets: public records and public meetings. This training module will walk participants through many facets of each category, including how public meetings laws have been updated to maximize public participation during and in the wake of the pandemic.	\$20	\$30
<b>Module Three: Employment and Personnel Considerations</b> Not all municipalities are large employers, but even towns with one or two employees have to follow certain laws and procedures. This training module will help you understand some basic human resources terminology that clerks, clerk-treasurers, council members and mayors must understand before getting too many months and too many missteps into their first term.	\$20	\$30
<b>Module Four: Transition Matters</b> While transition matters generally occur between an election and the time a newly elected official takes office, there are still many foundational matters in this module that can help all municipal officials ensure they have entered their office on solid footing. Knowledge of laws regarding surety bonds, oaths of office, conflicts of interest, and the basic rules of municipal finance are critical to all new and existing municipal office holders. Participants will also be treated to some great reminders from a veteran official about how those entirely new to public office can transition from a candidate to a community leader.	\$20	\$30
<b>Module Five: Question and Answer Session</b>	\$20	\$30
<b>All Five Modules</b>	\$75	\$125
<b>Total</b>		

## PAYMENT INFORMATION

Circle One:    Check    MC    Visa    Discover    AmEx	Amount:
Check Number <i>(Payable to Aim)</i>	
Card Number	
Expiration Date	Verification Code
Name of Cardholder	
Billing Address	
City	State                      ZIP
Cardholder Signature	

Please enclose payment with this form and return to Aim, Attn: Brendan Bystry, 125 W. Market Street, Suite 100, Indianapolis, IN 46204; fax: 317-237-6206; or email: [bbystry@aimindiana.org](mailto:bbystry@aimindiana.org).