



November 21, 2007

Dear Mayors, Managers, and Clerks:

The UNC School of Government, in partnership with the NC League of Municipalities and the NC Association of County Commissioners, is proud to announce the new **Local Elected Leaders Academy (LELA)**, a continuing education program for NC elected officials.

LELA is designed to help locally elected officials gain the knowledge and skills they need to govern their communities. Course offerings begin this year with the *Essentials of Municipal Government*, an orientation program for elected officials, and *Local Officials, Regional Leaders: A Strategic LeaderShop for Navigating Regional Challenges*, a one-day workshop for veteran city and county elected officials and their managers. Both programs will be offered at the same six locations across the state January through March 2008.

The **2008 Essentials of Municipal Government** is a two-and-a-half day program intended for **both newly elected and veteran** mayors and council members, as well as city managers, town administrators and municipal attorneys and clerks. By attending the *Essentials* course, you will have the opportunity to interact and network with highly qualified instructors, experienced officials and peer NC municipal elected leaders. The first day of *Essentials* covers basic responsibilities for municipal boards. If you have questions about how to register for *Essentials*, or want more information about hotel or travel arrangements, please contact Catherine Cunningham at 919.843.6518 or cunningham@sog.unc.edu.

Local Officials, Regional Leaders: A Strategic LeaderShop for Navigating Regional Challenges is a one-day intermediate level workshop designed to help **veteran municipal and county officials** think strategically about the challenges facing their region. For your convenience, the *Regional LeaderShop* will be offered on the first day of the *Essentials* program in the same locations. If you have questions about how to register for the *Regional LeaderShop*, or want more information about hotel or travel arrangements, please contact Jeanna Bock at 919.962.9754 or jbock@sog.unc.edu.

Veteran municipal officials have the following attendance options:

A. Attend *Essentials of Municipal Government* only, for 2 ½ days

Essentials of Municipal Government	Essentials of Municipal Government	Essentials of Municipal Government
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B. Attend *Officials, Regional Leaders: A Strategic LeaderShop for Navigating Regional Challenges* 1 day followed by *Essentials of Municipal Government* for the remaining 1 ½ days.

Regional LeaderShop	Essentials of Municipal Government	Essentials of Municipal Government
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C. Attend *Local Officials, Regional Leaders: A Strategic LeaderShop for Navigating Regional Challenges* only, for 1 day

Regional LeaderShop

Program descriptions and registration information are enclosed and are also available on the School of Government website at www.sog.unc.edu/programs/ncboards.

On behalf of the School of Government and the North Carolina League of Municipalities, I enthusiastically invite you and your colleagues to attend the *Essentials* and the *Regional LeaderShop* this winter!

Sincerely,

Vaughn Upshaw
Program Director, 2008 Essentials of Municipal Government

Enclosures: (5)

LOCAL ELECTED LEADERS

Academy

Essentials of Municipal Government

WHAT IS IT?

Essentials of Municipal Government is a program designed to help you understand the basics of municipal government and identify strategies to address the range of challenges you face leading and governing North Carolina's municipalities. Instructors for the program include faculty from the School of Government, staff from the NC League of Municipalities (NCLM), and local government officials.

WHO SHOULD COME?

Newly elected and veteran mayors and council members
Managers
Attorneys
Clerks

WHEN AND WHERE?

For your convenience the program is offered in six locations:

JANUARY 8-10	Charlotte at the Hilton Charlotte University Place
JANUARY 23-25	Wilmington at the Hilton Riverside
FEBRUARY 5-7	Greenville at the Hilton Greenville
FEBRUARY 19-21	High Point at the High Point Radisson
MARCH 5-7	Asheville at the Grove Park Inn
MARCH 26-28	Kitty Hawk at the Hilton Garden Inn

This two-and-a-half day program begins with registration at 7:30 a.m. The first session begins at 8:30 a.m. on Day 1 and concludes on Day 3 with an NCLM luncheon.

REGISTRATION

The \$325.00 per person fee includes the program notebook, handouts, a continental breakfast and lunch each day and refreshments during breaks.

This year participants have the opportunity to register and pay (with a Visa or Mastercard) online by going to: <http://www.sog.unc.edu/programs/ncboards/>.

SCHOLARSHIP OPPORTUNITY

A limited number of scholarships are available for municipalities with populations of 1,000 or less. Elected officials who **have not** previously attended *Essentials* are eligible to apply. Scholarships will cover the cost of registration. All other costs are the responsibility of each recipient or municipality (e.g. lodging, food, mileage).

FOR MORE INFORMATION

Contact Catherine Cunningham at 919.843.6518 or cunningham@sog.unc.edu.

LOCAL ELECTED LEADERS

Academy

Local Officials, Regional Leaders: Strategic LeaderShop for Navigating Regional Challenges

WHAT IS IT?

Local Officials, Regional Leaders: A Strategic LeaderShop for Navigating Regional Challenges is the first in a series of new in-depth courses designed to provide knowledge and tools for elected officials to lead and govern their communities. This ***Regional LeaderShop*** will help elected leaders

- Collaborate with others to define community and regional issues and challenges
- Gain information about the local, national and global forces shaping and changing NC's communities
- Represent the community's interests and values when working with others
- Develop relationships with other local elected officials
- Foster positive and productive regional partnerships

WHO SHOULD COME?

Veteran municipal elected officials and their county managers

WHEN AND WHERE?

JANUARY 8	Charlotte at the Hilton Charlotte University Place
JANUARY 23	Wilmington at the Hilton Riverside
FEBRUARY 5	Greenville at the Hilton Greenville
FEBRUARY 19	High Point at the High Point Radisson
MARCH 5	Asheville at the Grove Park Inn
MARCH 26	Kitty Hawk at the Duck Woods Country Club

REGISTRATION

The \$175.00 per person fee is for the one-day *Regional LeaderShop* and includes the program notebook, handouts, lunch and refreshments during breaks. If you also attend the second and third days of *Essentials of Municipal Government*, the fee for the *Regional LeaderShop* is included in your \$325 *Essentials* registration fee. To register, simply indicate whether you plan to the one-day *Regional LeaderShop*, *Essentials*, or both on the attached registration form.

This year participants have the opportunity to register and pay (with a Visa or Mastercard) online by going to: <http://www.sog.unc.edu/programs/ncboards/> and clicking on ***Regional LeaderShop***.

FOR MORE INFORMATION

Contact Jeanna Bock at 919.962.9754 or at jbock@sog.unc.edu.

ESSENTIALS OF MUNICIPAL GOVERNMENT SCHOLARSHIP AWARD

Thank you for your interest in the **Essentials of Municipal Government Scholarship Award**. This program is offered to nurture the development of municipal elected officials from North Carolina's smallest municipalities, those with populations of **1000 or fewer**

Elected officials who **have not** previously attended EMG are eligible. A limited number of scholarships are available. No more than one scholarship will be awarded per municipality.

The **Essentials of Municipal Government** program is a partnership between the School of Government at the University of North Carolina at Chapel Hill and the North Carolina League of Municipalities.

Please carefully read all instructions. Applications must be printed or typed. Incomplete applications will not be considered.

Scholarships will be applied to the cost of **tuition only** for one of the 2008 sessions of **Essentials of Municipal Government**. All other costs will be the responsibility of each recipient or municipality (e.g. lodging, food, mileage). Selection of recipients will be made by the Scholarship Committee of the Carolinas Credit Union Foundation, Inc.

Scholarship applications and registration forms must be received by Susan Austin at the School of Government no later than **December 7, 2007**. The applications will be forwarded as a group to the selection committee. Scholarship recipients will be notified the week of December 31, 2007.

Completed applications should be mailed to:

SCHOOL OF GOVERNMENT
UNC-Chapel Hill
Campus Box 3330, Knapp-Sanders Building
Chapel Hill, NC 27599-3330
ATTN: Susan Austin

Should there be any questions regarding the application process, please contact **Susan Austin** at **919.966.4159** or by e-mail at **austin@sog.unc.edu**.

Scholarships for the 2008 Essentials of Government are made possible through the generous support of the following sponsors:

Food Lion, LLC
NCLM Local Leadership Foundation
Local Government Federal Credit Union
Scholarships will be administered by Carolinas Credit Union Foundation, Inc.

ESSENTIALS OF MUNICIPAL GOVERNMENT SCHOLARSHIP APPLICATION

Sponsored by Food Lion, LLC; NCLM Local Leadership Foundation, and Local Government Federal Credit Union. Administered by Carolinas Credit Union Foundation, Inc. Tuition will be paid directly to the School of Government.

General Information—All information must be printed or typed

First Name	Middle Initial	Last Name
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Home Address	City	State	Zip
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Home Phone	Work Phone
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Jurisdiction Information

Jurisdiction

Address	City	State	Zip
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Your Position Title	Years In Current Position	Total Years In Elected Office
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Course Information

Essentials of Municipal Government		\$325
Course Name	*Indicate DESIRED LOCATION*	Course
Tuition		

Please provide a brief statement indicating how your participation in *Essentials of Municipal Government* will benefit you or your community, as well as any special financial needs that may apply. You may attach additional sheets if necessary.

Certification

All of the information on this application is true and complete to the best of my knowledge. My signature certifies that all information is complete, factually correct, and honestly represented. I understand that any falsification of information on this application could jeopardize any assistance offered.

Signature of Applicant	Date
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Please submit application no later than December 7, 2007, to:

School of Government
UNC-Chapel Hill
Campus Box 3330, Knapp-Sanders Building
Chapel Hill, NC 27599-3330
Attn: Susan Austin

PLEASE READ BEFORE COMPLETING YOUR REGISTRATION FORM

- The registration fees are as follows:
\$325 for *Essentials of Municipal Government* **only**
\$325 for *Essentials of Municipal Government* **and** the *Regional LeaderShop*
\$175 for the *Regional LeaderShop* **only**
- Payment must be mailed with your registration form. Registrations will not be processed without payment.
- Registration forms and payment are due three weeks before each program.
- Make checks payable to: **School of Government**.
- Submit your completed registration form and check to: **Registration Department, School of Government, UNC-Chapel Hill, Campus Box 3330, Knapp-Sanders Building, Chapel Hill, NC 27599-3330**.
- Cancellations must be made **7 business days** prior to each session to be eligible for a refund.
- All refunds are subject to a \$75.00 cancellation fee.
- “No shows” who have not paid in advance will be billed the full amount of the registration fee.
- If you would like to register and pay online with a credit card, go to:
<http://www.sog.unc.edu/programs/ncboards/> and click on *Essentials of Municipal Government*.
- If you wish to attend the one-day workshop, *Local Officials, Regional Leaders: A Strategic LeaderShop for Navigating Regional Challenges*, place a check that you wish to attend in the box marked “Veterans Only”

Admission to all School of Government programs and conferences is without regard to race, color, religion, sex, national origin, age, disability status, veteran status, or sexual orientation. If you have a disability and need accommodation in order to attend a School of Government program we will be glad to assist you.

HOTEL ACCOMMODATIONS

CHARLOTTE

For reservations, call the Hilton University Place at **704.547.7444**. Mention the group code "SOG" to receive our special rate of **\$109.00** (excluding tax). Cut-off date is **December 14, 2007**.

View the Hilton University Place and print directions at <http://www1.hilton.com>.

WILMINGTON

For reservations, call the Hilton Riverside at **888.324.8170**. Mention UNC School of Government to receive our special rate of **\$95.00** (excluding tax). Individuals will be charged for one night if cancellations are not made at least 72 hours (3 days) prior to arrival. There is a \$9 per day parking fee. Cut-off date is **December 21, 2007**.

View the Hilton Wilmington Riverside at <http://www.wilmingtonhilton.com>.

GREENVILLE

For reservations, call the Hilton Greenville at **252.355.5000**. Mention UNC School of Government to receive our special rate of **\$95.00** (excluding tax). Cancellation must be made by 3:00 p.m. on the day of arrival in order not to incur a charge. Cut-off date is **January 21, 2008**.

View the Hilton Greenville at <http://www1.hilton.com>.

HIGH POINT

For reservations, call the Radisson High Point at **336.889.8888**. Mention UNC School of Government to receive our special rate of **\$89.00** (excluding tax). Cut-off date is **February 1, 2008**.

View the Radisson at <http://www.radisson.com/highpointnc>.

ASHEVILLE

For reservations, call the Grove Park Inn at **800.438.5800**. Mention UNC School of Government to receive our special rate of **\$139.00** (excluding tax). Reservations made after the cut-off date will be subject to the Grove Park Inn's prevailing room rate. Cut-off date is **February 1, 2008**.

View the Grove Park Inn at <http://www.groveparkinn.com>.

KITTY HAWK

For reservations, call the Hilton Garden Inn – Kitty Hawk at **252.261.1290**. Mention the UNC School of Government to receive our special rate of **\$105.00** (excluding tax); oceanfront rooms are available for \$125.00 a night. Cut-off date is **February 25, 2008**.

View the Hilton Garden Inn at <http://www1.hilton.com>.