

*Massachusetts
Collectors and Treasurers
Association*



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August 11, 2008

SCHOOL FOR STAFF PERSONNEL

To each Collector and Treasurer:

The Association's **21st Annual School for Staff Personnel** in the Collector's and/or Treasurer's Office will be held on **Wednesday, September 10th** and **Wednesday, September 24th, 2008**.

The first session, on **September 10th**, is intended mostly for new or less experienced staff personnel and any members of your staff who have not attended a previous Staff School. The subject matter covered in this session is considered basic to the needs of staff, and will be repeated annually at the Staff School. This session is being conducted **at the Municipal Office Building in Littleton, Mass.**

The second session, on **September 24th**, is intended for more experienced staff personnel. This will be the third year of a revised curriculum for the advanced session, established as a three-year cycle of subject matter to be more responsive to the needs of our staff. While the advanced session is primarily intended for staff personnel, Collectors or Treasurers wishing to attend all or part of the day are welcome. This session also is being conducted **at the Municipal Office Building in Littleton, Mass.**

Directions to the Littleton Municipal Office Building are printed on the reverse side this letter.

For lunch, we will provide a "picnic-in-a-bag" as we do for New Collectors and New Treasurers School and for State House Day. Also, recognizing the distances some staff will be traveling, we will provide a full continental breakfast during the registration period. The registration fee will be \$35.00 per person, per day, and includes the continental breakfast, mid-morning break, lunch and course materials.

We hope you will take advantage of this particular effort of your Association. The same reasons that pertain to your attending our Annual School apply for your staff attending these two days of skills and knowledge building. A more knowledgeable staff helps to improve the quality of the work performed in your office and the satisfaction of your taxpayers. You, your office and your customers will reap the benefits from this investment in your staff.

Please fill out and return the reservation form as soon as possible, along with your check in the correct amount. Or register on line at www.MassCTA.com

Sincerely,

Joanne

Joanne Savignac, MCTA President