



Adopt-A-Clerk Application

To A New Clerk:

Are you a newly appointed or elected Clerk or a Clerk who would like additional assistance to guide you in your duties and responsibilities associated with your position? To become a member of the Wisconsin Municipal Clerks Association and take advantage of this program, please complete and mail the "Adopt-A-Clerk Program" enrollment form below.

A Mentor is an experienced City, Village, or Town Clerk, located within your Wisconsin Municipal Clerk Association District, who will be able to share with you the experience and knowledge gained through years of service and on whom you can call when you are unsure how to proceed with a task. You will be matched whenever possible with a Clerk from a municipality of similar population, geographic location and similar duties.

To A Potential Mentor:

If you've been a Municipal Clerk for three or more years and are willing to help a new clerk adjust to the duties of his/her position, please complete and mail the "Adopt-A-Clerk Program" form on the facing page. Your name will be kept on file for matching with a new clerk from a municipality of similar population and type of duties. When a new clerk match is made, you will be contacted immediately, in writing, so you can begin to offer your guidance.

Yes, I would like to participate as a: New Clerk ____ or Mentor ____

Name	Position(Title)	Municipality
Street Address		P.O. Box
City	State Zip Code	County
E-Mail Address	Telephone	Fax
Population	Date of Your Appointment or Election	

Type of Government: (Circle One) Village / Town / City

Please mail form to: Wisconsin Municipal Clerks Association
1414 Montclair Place
Fort Atkinson, WI 53538

Or you may fax the form to: (920) 568-9278
If you have any questions: Phone-(920) 568-9278

E-mail-coordinator@wisclerks.org