

*Massachusetts  
Collectors and Treasurers  
Association*



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**SCHOOL FOR STAFF PERSONNEL**

To each Collector and Treasurer:

The Association's **22nd Annual School for Staff Personnel** in the Collector's and/or Treasurer's Office will be held on **Wednesday, September 9th** and **Wednesday, September 23rd, 2009**.

The first session, on **September 9th**, 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 23rd**, 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 of this letter.

For lunch, we will provide a "picnic-in-a-bag" as we do for New Collectors and New Treasurers School. 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](http://www.MassCTA.com)

Sincerely,

*Sue*

Sue Kelley, MCTA President