

2009 Registration Form

You and the Ethics Act

Please print the information requested. You may copy this form as needed.

Nickname or Badge Name

Name

Position/Title

Municipality and County

Address

City State Zip Code

Daytime Telephone No. Fax

*Evening Telephone No.

E-mail

Accessibility & Other Needs

Is Registrant a Municipal Official? Yes No

*For contact regarding course cancellations that may occur after business hours.

Workshop Locations:

Please be sure to mark the workshop you wish to attend.

- March 10, 2009/Luzerne County
- March 11, 2009/Berks County
- March 17, 2009/Centre County
- March 18, 2009/Cumberland County
- March 24, 2009/Crawford County
- March 25, 2009/Westmoreland County

Registration Fee:

(includes tuition, materials and refreshments.)

- \$35
- \$60 (includes UCC credits)

Register Online at www.palocalgovtraining.org
or send registration and fee
(checks made payable to 'PSATS') to:

**The Pennsylvania State Association
of Township Supervisors**
4855 Woodland Drive
Enola, PA 17025

PRESORTED
FIRST-CLASS MAIL
US POSTAGE
PAID
ENOLA PA
PERMIT NO. 225

PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

4855 Woodland Drive
Enola, PA 17025

RETURN SERVICE REQUESTED

PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

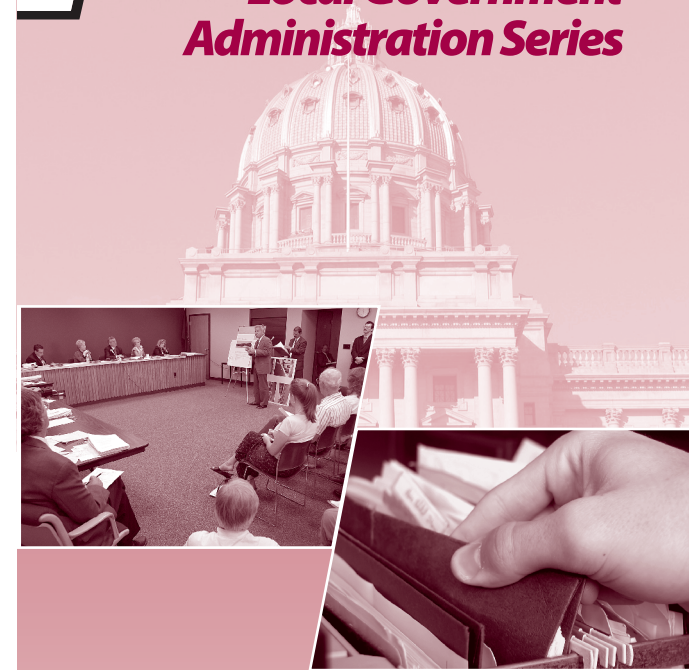
County Commissioners Association of Pennsylvania
Pennsylvania League of Cities and Municipalities
Pennsylvania Municipal Authorities Association
Pennsylvania State Association of Boroughs
Pennsylvania State Association of Township Commissioners
Pennsylvania State Association of Township Supervisors

This program is presented in cooperation with the Governor's Center for Local Government Services with funds from the annual appropriation from the General Assembly to the Department of Community and Economic Development. Trainees are admitted without regard to race, color, age, sex, religion, political affiliation, national origin or disability.

**Governor's Center for
Local Government Services**

TRAINING PROGRAM

Local Government Administration Series



You and the Ethics Act

March 2009

pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT



You and the Ethics Act

Whether you are a newly elected or appointed public official or an incumbent you have been entrusted by your fellow citizens to serve in their best interest. Many of you are citizen-officials who bring to public office the knowledge and concern of ordinary citizens and taxpayers. As such, it is important to always keep in mind that public office is a public trust, and that any effort to realize personal financial gain through your public office other than compensation provided by law is a violation of that trust.

The State Ethics Law was enacted to strengthen the faith and confidence of state and local citizens in their government, and to ensure that the financial interests of holders of or nominees or candidates for public offices do not conflict with the public trust.

As a currently serving public official, you may be subject to the provisions of the Ethics Law.

This half-day course has been designed to explain the mandates of the Ethics Act as it relates to local public officials and employees, and to explore and define potential conflicts of interest situations that public officials and employees should avoid. Actual case scenarios will be presented and discussed as examples of situations relevant to public positions held. The substantive and administrative aspects of filing a personal disclosure statement will also be discussed.

Instructors

- **All instructors are representatives from the Pennsylvania State Ethics Commission**

Outline

- **Intent of the Law**
- **Jurisdiction, Exceptions**
- **Definitions**
- **Conflicts of Interest and Restricted Activities**
- **Financial Disclosure**
- **Investigations**
- **Confidentiality**
- **Penalties**

Who Should Attend

This training course is designed for all elected officials, secretaries / managers, municipal authorities, zoning officers, building code officials, solicitors and tax collectors.

Schedule

- **5:30 p.m. Registration**
- **6:00 p.m. Program Begins**
- **9:00 p.m. Adjourn**

Inclement Weather

In the event of inclement weather, please verify that the workshop is taking place by calling PSATS at (717) 763-0930. If calling outside of normal business hours, enter extension 166. Course cancellations are updated by 7:00 a.m. on the day of a workshop.

Dates & Locations

If you need directions to any of the workshop locations, please visit the facility's Web site or call the facility at the telephone number listed below.

- **March 10, 2009 (Tue.)**
LUZERNE COUNTY
Comfort Inn West Hazleton
58 State Route 93
West Hazleton, PA 18202
570-455-9300
comforthazleton.com

- **March 11, 2009 (Wed.)**
BERKS COUNTY
Best Western Reading Inn
2299 Lancaster Pike
Shillington, PA 19607
610-777-7888
bestwestern.com

- **March 17, 2009 (Tue.)**
CENTRE COUNTY
Toftrees Resort & Conference Center
One Country Club Lane
State College, PA 16803
814-234-8000
toftrees.com

- **March 18, 2009 (Wed.)**
CUMBERLAND COUNTY
PSATS
4855 Woodland Drive
Enola, PA 17025
717-763-0930
psats.org

- **March 24, 2009 (Tue.)**
CRAWFORD COUNTY
Days Inn & Conference Center
18360 Conneaut Lake Road
Meadville, PA 16335
814-337-4264
daysinn.com

- **March 25, 2009 (Wed.)**
WESTMORELAND COUNTY
Mountain View Inn
121 Village Drive
Greensburg, PA 15601
724-834-5300
mountainviewinn.com

Registration Information

The registration fee for this workshop is \$35 per person, \$60 per person if requesting UCC credits. Fee includes tuition, materials and refreshments.

To register, complete the form and return it to the Pennsylvania State Association of Township Supervisors (PSATS). Please be sure to indicate which session you plan to attend. Registration checks should be made payable to 'PSATS' and mailed along with the registration form to:

PSATS
4855 Woodland Drive • Enola, PA 17025
Fax: (717) 763-9732

You may also register online at www.palocalgovtraining.org. Registrations will be accepted on a first-come, first-served basis. Please register at least two weeks prior to the session. Because material is shipped to the training facility before the session, we cannot guarantee that your name will appear on the registration list if you register within three days of the session. To verify registration or for more information, please call (717) 763-0930. For information on additional workshops, please visit our training calendar at www.palocalgovtraining.org.

Walk-in Registrations

Pre-registration is strongly recommended. Walk-ins are accepted on a space-available basis. Please note there are times when a session is cancelled or rescheduled. Registered attendees will be notified of schedule changes prior to the session. Call (717) 763-0930 or visit www.palocalgovtraining.org prior to the session to verify the correct date, time and location. Substitutions are permitted without notice.

Cancellations

Cancellations received less than 10 working days before the session are subject to a \$10 penalty. Those received within 48 hours of the session forfeit the full registration fee.

Accessibility & Other Needs

All workshops will be held at ADA-accessible locations. Please use the "accessibility needs" line to indicate alternate format, sign language requirements, or any other needs you might have.