

**VOLUNTARY  
TOWNSHIP CLERK CERTIFICATION  
PROGRAM (VTCC)  
Proof of Participation**



PLEASE PRINT – PLEASE COMPLETE EVERY LINE

Date of Original Application: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Township Clerk OR  Township Deputy Clerk

County: \_\_\_\_\_ Township: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please refer to the VTCC Official Rules for explanation of Education and Community Service components of the Voluntary Township Clerk Certification Program. This is a two-year program for certification.

**Education**

✘	Item	Session Title or Description or Location	Date
	Part I: District Education Session		
	Fall Conference		
	Part II: District Education Session		
	Fall Conference		
	FOIA / OMA Training	<input type="checkbox"/> Certificate copy(ies) attached	
	TOI Webinar		
	TOI Webinar		
	Professional Development Course		
	Professional Development Course		
	Local Countywide Organization Education Session		

**Community Service**

Provide a letter or other document(s) from the organization(s) of which you are associated that reflects your participation. If volunteer hours are available, please provide a short report that details the number of hours that you have contributed to your community. Show certificate of participating for the CPR/AED Training. If in doubt whether or not your service counts, provide documentation to show participation.

*Please send this completed Proof of Participation form and any accompanying documents to:*

The Honorable Mary Shubert  
VTCC Coordinator  
Lively Grove Township  
4706 Marigold Road  
Coulterville, IL 62237

Disclaimer: This is a voluntary certification program not required by state law.

