

# 2026 Institute Handbook

Puishys Residence Complex  
1150 Douglas Pike, Smithfield, RI

July 11-17, 2026



# Puishys Residence Complex

Want to see your home for the week?  
Click the link below to take a virtual tour!



<https://news.bryant.edu/puishys-residence-complex-opens-doors-bryant-community>

In Case of Emergency: Bryant University's main office number is (401) 232-6911

**Disclaimer ~ "This is not a function of Bryant University"**

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# Welcome, Students!

On behalf of the NEMCI&A Board of Directors, we are thrilled to welcome you to the 2026 program year!

This year marks an exciting new chapter for all of us. As you may know, NEMCI&A has moved to a brand new location for 2026 — and we could not be more excited about this fresh start.

We know that stepping outside of our comfort zones can feel uncertain. A new campus, new surroundings, and new routines take time to settle into. We ask for your patience as we all learn and navigate this new space together. But more than patience, we ask you to bring your sense of adventure!

This is a new journey for everyone — the Board, the faculty, and each of you. We are all exploring together, and that shared experience is what makes NEMCI&A so special.

The purpose of this handbook is to familiarize you with some of the traditions and policies that have been established at the New England Municipal Clerks' Institute and Academy, and to give you an idea about what to expect during the NEMCI&A program.

It is important for you to work as a team with your class members. We encourage communication between the classes, the faculty, and the NEMCI&A Board of Directors. We are here to help you.

Embrace the unfamiliar. Ask questions. Support one another. And most of all, enjoy this exciting new adventure that lies ahead.

We are so glad you are here.

With warm regards,  
The NEMCI&A Board of Directors

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Come, Grow, and Learn with us...

# Policies & Procedures

Please review and adhere to the following guidelines during your week at NEMCI&A

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## **Attendance & Arrivals:**

There are no provisions for being absent and you must be at your classes on time. There is a strict adherence to IIMC requirements for satisfactory completion of courses. Early arrivals cannot be accommodated. Check-in during your scheduled time.

## **Cell Phones & Electronics:**

Cell phones must be silenced during all classes and program events. Use of phones, tablets, or laptops during instruction is not permitted unless directed by the instructor. Please be respectful of the learning environment. We are all away from our offices and understand that you may have to respond to your office staff. There will be break periods allowing cell use.

## **Conduct & Respect:**

All students are expected to conduct themselves in a professional and respectful manner that reflects highly on themselves, their municipality, and this organization. Please be considerate of your fellow students, instructors, and campus staff.

## **ID Badge & Card Access/Key entry:**

You will receive your ID Badge and Card Access/key entry to the dorm at check-in. You must wear your ID Badge at all times outside of your suite. Cards/Key are to be kept with you at all times. Cards/Key will be returned at check-out in the lobby. You will keep your ID Badge to use for next year. Please report lost keys immediately to a Board member.

**\*\*\* There is a \$150 charge for lost room Cards and for the Key \*\*\***

## **Housing:**

Housing accommodations for the Institute and Academy are for students, faculty, and board members only. Your tuition includes housing and all students are required to stay in the dormitory.

## **Checkout:**

You must be out of your room by 10:00 am on Friday morning. Card Access/Keys will be collected in the lobby.

## **In Case of Emergency:**

Bryant University's main office number is (401)232-6911.

# Registration Procedures

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Saturday — July 11, 2026 ~  
Arrival & Registration

Puishy's Residence Complex  
1150 Douglas Pike, Smithfield, RI



## **INSTITUTE I (Year 1)**

- 12:00 - 1:30 ~ Registration and move into your assigned suite / Hang Town Poster Display
  - 2:30 ~ Tour with Class Advisor
  - 2:45 ~ Orientation
  - 3:00 - 5:00 ~ Class - Introduction to Institute Learning
  - 6:00 ~ Orientation Event / Dinner **\*\*Mandatory\*\***
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## **INSTITUTE II (Year 2)**

- 1:00 - 2:30 ~ Registration and move into your assigned suite
  - 2:30 ~ Tour with Class Advisor
  - 4:00 ~ Meet with Class Advisor - location TBD by Advisor
  - 6:00 ~ Orientation Event / Dinner **\*\*Mandatory\*\***
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## **INSTITUTE III (Year 3)**

- 1:00 - 2:30 ~ Registration and move into your assigned suite
- 2:30 ~ Tour with Class Advisor
- 4:00 ~ Meet with Class Advisor - location TBD by Advisor
- 6:00 ~ Orientation Event / Dinner **\*\*Mandatory\*\***

**All Students will be required to walk (or drive) to and from all classrooms and program events within Bryant University campus.**

# Weekly Schedule

Your week at Bryant University continues...

Class schedules and additional information will be provided at REGISTRATION.

Breakfast, Lunch and Dinner will be provided in the Salmanson Dining Hall,  
located inside the Unistrukture Building.

Dining Hall meals are included within the Tuition amount.

Dining Hall hours: Breakfast 7:00-7:45am / Lunch 12:15-1:15pm / Dinner 5:30-6:15pm

## Classes

Sunday through Thursday - start at 8:00am - 5:30pm.  
Refer to Class Schedules provided at Registration.  
Class adjustments will be posted on TeamReach app.



### SUNDAY -

Breakfast, Lunch and Dinner provided in Dining Hall.

### MONDAY -

Breakfast and lunch provided in Dining Hall.

Mandatory "Dinner on your own" with your class members. Reservations are required.\*\*

### TUESDAY -

Breakfast and lunch provided in Dining Hall.

Tuesday evening is yours to enjoy! Dinner is on your own - explore or order in and relax.

### WEDNESDAY -

Full day of classes.

Breakfast and lunch provided in Dining Hall.

Year I & II - Mock hearing in the afternoon.

Year III - Graduation party setup late afternoon.

Graduating class party - "**Glowin' back to the '80s**" Refer to invitation on page 7 for details. You won't want to miss it!! Creative costuming is encouraged!!

### THURSDAY -

Breakfast and lunch provided in Dining Hall.

Year III Graduation!

Group State & Class pictures at 6:00pm at Bello Center. **\*\* Please arrive promptly!\*\***

Graduation starts at 6:45pm, followed by dinner.



*Join us to celebrate!*

NEMCI&A Class of 2026 Presents



*Glowin' Back*  
*to the 80s*

Wednesday, July 15<sup>th</sup> 6:30–10pm

The Bello Center

DRESS TO SHINE



# Dormitory Life

Making yourself at home at Bryant University

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## Educational Classes:

Each class will have a 15 minute break and will be monitored by a board member. Class monitor will provide sign-in sheet for attendance.

## Snacks and Drinks:

A travel coffee mug or refillable water bottle comes in handy during the day. Water fillable stations are located throughout Bryant University campus buildings. Bring your own snacks and drinks - and don't forget your own plastic or paper goods.

## WiFi:

Free WiFi is available campus-wide. Connection instructions provided at check-in.

## What to Wear:

Dress comfortably for classes.

Comfortable shoes for walking.

All campus buildings are air-conditioned. Layers are recommended as classroom temperatures vary.

You will be walking between campus buildings and should be prepared for inclement weather.

Creative costuming for Year III Graduation Party.

Dress clothes for graduation banquet and pictures.

## Dorm Suites:

Each suite contains a kitchenette with a shared bathroom and communal space for relaxing.

Only use [blue painter's tape](#) to hang items on the walls or doors.

Each dormitory has laundry machines for use.

**\*\*Washing detergent is not supplied - bring your own\*\***



## Towels & Linens:

Each student will receive towels and linens, but extras are encouraged.

Towels and linens will not be exchanged during the week.

Dorm beds are extra-long twin size - bring your favorite pillow and blanket.

## Checkout on Friday:

Check-out is at 10:00am. Please hand in your Suite Cards/keys in the lobby. Please leave your room as you found it. Keep your ID Badge for next year.

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# The “Must List”

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1. Medical Release Form **(in a sealed envelope)**. Please bring to Registration. Refer to page 11 and the form can be [downloaded here](#).

**Laptop Requirements:** We encourage students to **BRING** their own laptops with Microsoft Office Suite. If you do not have a laptop, please coordinate use of your fellow classmates. Prior classes have found bringing a printer as resourceful ~ please coordinate this among your fellow classmates.

**Your Pre-Work:** If required, your class advisor will provide prior to your arrival. Most classes do not require pre-work.

**Display Poster of your Town (Year 1 only):** Bring **blue painters' tape** to hang your poster outside your suite.

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**SUGGESTED ITEMS** to bring to make your stay more comfortable:

**For Class:**

Travel mug/water bottle  
Office Supplies (notebook, scissors, tape, pens etc.)  
USB flash drive  
Power cable if bringing laptop

**For Your Room:**

Hangers  
Small Mirror  
Trash Bags  
Coffee Maker  
Small Lamp for Reading

**For the Lounge/Suite:**

Lawn Chair  
Snacks  
Cash for Raffles  
Decorations for your Lounge ~ Be Creative!!

**For your bed:**

Egg crate foam pad  
Mattress pad  
Extra sheets, blanket  
Pillow

**For the Bathroom:**

Towel, wash cloth  
Toiletries  
Paper Towels/Tissue  
Extra Toilet Paper  
Bath Mat  
Hair Dryer  
Hand Soap  
Air Sanitizer

**Clothes:**

Jacket, sweater/sweatshirt  
Umbrella/raincoat  
Party outfit for Wednesday  
Dress outfit for Thursday Graduation  
Walking shoes

**And last, but not least:** A dolly or cart to transport all this stuff from your car to your dorm room. All the items on the **Suggested Items** list are merely suggestions. There are many shops in town, as well as a Wal-Mart, Dollar Store, and grocery stores nearby should you forget an item or run out.

\*\* Bryant University does have EV Charging Stations with a 3 hour limit. \*\*

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## Year I

Traditionally, the first year class will organize and elect representatives such as a president, treasurer, and secretary, etc. Some classes collect dues and plan fundraising events to purchase class shirts or hats and pay for their third-year party, a long-standing NEMCI&A tradition. Year I students will vote on the recipient for the LHS Scholarship Award. Your Class Advisor will provide additional information at Orientation. Recipient to be chosen and reported to your Class Advisor no later than Tuesday afternoon.

A poster display of your town, staff, office, and anything else you can add to tell us the story of your Municipality is required by each first year student. Be creative! You want to show off your town and show your pride in the community you represent.

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## Year II

Year II students should review finances and plan their third year party. You will meet with your Class Advisor immediately following registration. Party plans for your third year must be approved by the Board of Directors.

Other things you should also consider:

1. Arrange location, theme, entertainment, and presentations.
  2. Coordinate food with Food Service Chair.
  3. Charge responsibilities of class party invitations (design, information, and mailing).
  4. Choose your color guards for Graduation Ceremony (member of each state plus the American Flag).
  5. Are you leaving a gift to the Institute at graduation? (NEMCI&A tradition).
  6. Make arrangements to speak with members from Year III regarding the costs associated with the party.
  7. Discuss who your graduation speaker will be. This person will represent you at graduation and deliver your class speech. The Board of Directors will need this information no later than May 1st to prepare the Graduation Programs.
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## Year III

Year III students will vote on the recipients of the Lobster Award, the Henry Paquin Memorial Scholarship, and the Clyde Mckee Scholarship Award. Your Class Advisor will provide additional information at Orientation. Recipients to be chosen and reported to your Class Advisor no later than Tuesday afternoon.

### Graduation:

1. All class members must attend graduation rehearsal.
  2. Your class is responsible for the music played at graduation. (Prior approval by the Board is required. See your Advisor for suggestions.) This needs to be arranged well before arriving at NEMCI&A.
  3. Select three members to represent your class in a meeting with the Board of Directors to discuss your experience at NEMCIARA. We welcome your comments and/or suggestions about the program.
  4. Dress for the occasion. It is Graduation Night - this is a night you will cherish and want to remember!!
  5. Remember to make arrangements for your guests.
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**In order to apply for Certified Municipal Clerk (CMC) status, you must be a dues paying member of the IIMC for two years. Year I students should make sure they are enrolled in IIMC if they are working towards their CMC certification.**



## Medical Release Form

(\*\* Please fill out and put in a business size envelope with your name on it and turn in at registration \*\*)

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Cellphone: \_\_\_\_\_

### EMERGENCY CONTACT:

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

### MEDICAL DATA:

Doctor \_\_\_\_\_ Phone \_\_\_\_\_ Blood Type \_\_\_\_\_

Medical Problem	Medication	Dosage	Frequency
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ARE YOU ALLERGIC TO ANY FOODS, PRODUCTS, INSECTS, ANIMALS OR ENVIRONMENTAL SUBSTANCES?

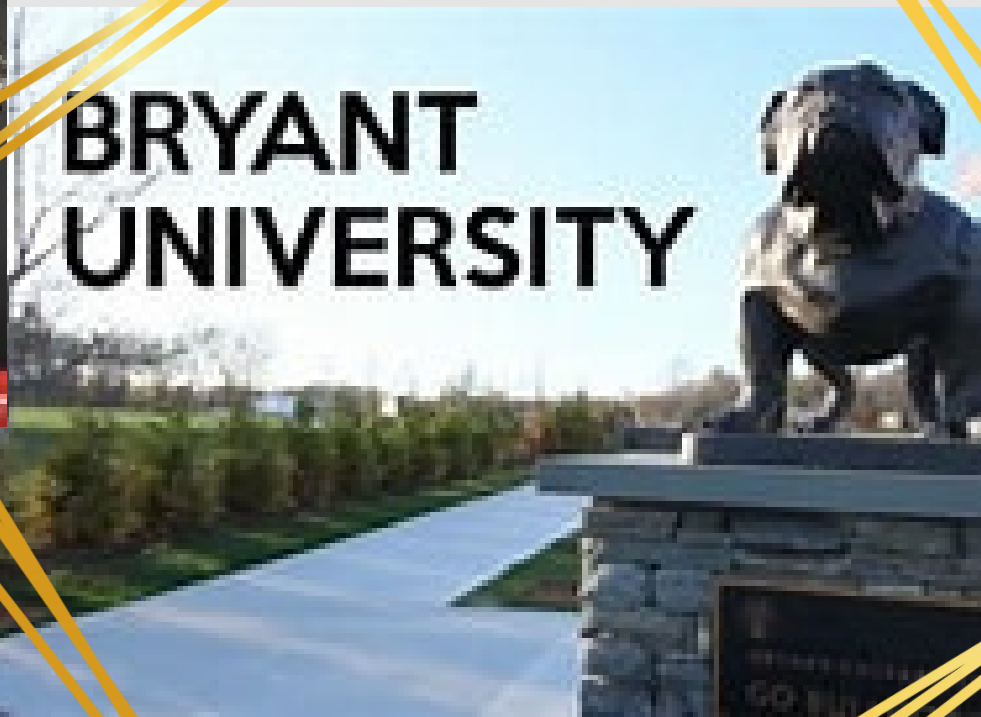
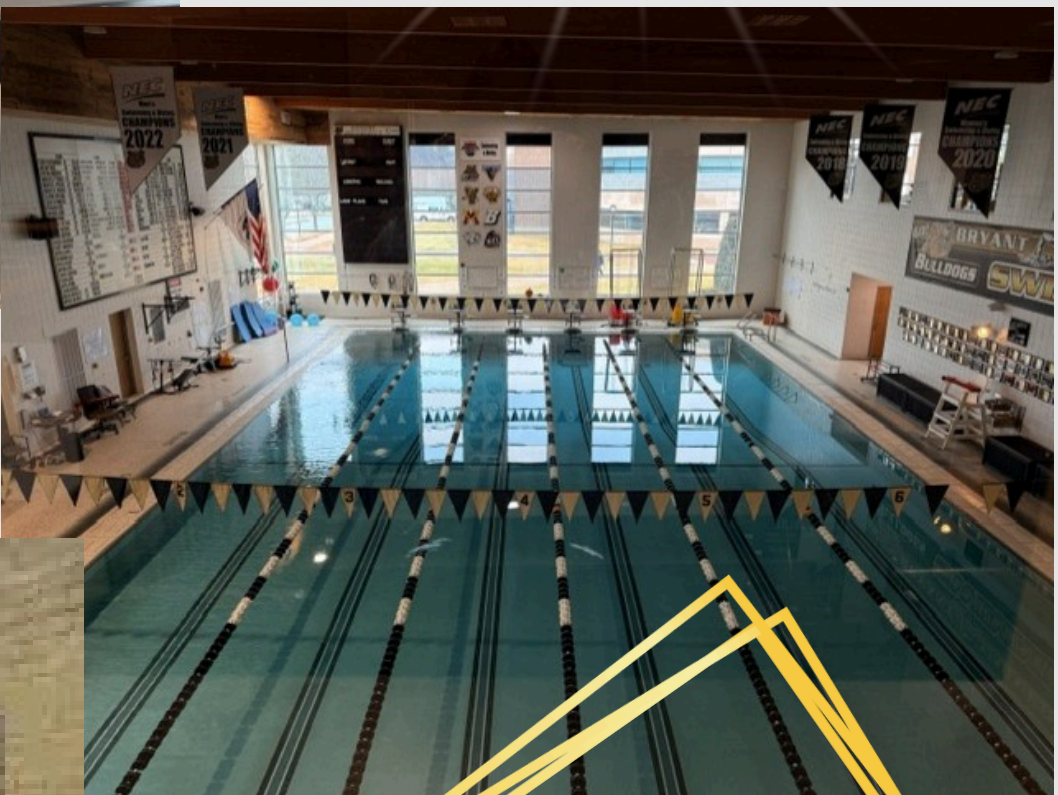
IF YES, PLEASE  
DETAIL: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Additional Information:

(\*\* Please fill out and put in a business size envelope with your name on it and turn in at registration \*\*)





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