



Schools of Banking

OPERATIONS SCHOOL

May 13-15, 2008

Midtown Holiday Inn • Grand Island, Nebraska

BENEFITS

The *Operations School* is designed to provide participants with the following take-aways:

- An understanding of internal control processes, the risks associated with failure to have adequate processes and the audit function
- Specific knowledge related to physical security issues, information security issues, technology security issues and business continuity planning
- Participation in roundtable discussions and overview transitions in the financial services industry as they apply to operations and banking
- An understanding of the significant operational areas within the organization
- Knowledge related to the financial workings of the organization to include an overview of financial position and statement of condition
- Exposure to issues impacting payment systems, such as the flow of deposits through the banking system, capture alternatives, check clearing options, float, Check 21, ACH, etc.
- A review of compliance issues and compliance management
- An overview of current operational training and supervision practices



ADMISSION

First priority for admission is given to members of sponsoring and partnering State Banking Associations.

To apply, submit the attached application form along with the enrollment fee by April 11:

\$895 Single Housing
\$795 Double Housing
\$745 No Housing

This fee includes registration, instruction, two nights lodging (if applicable), breakfasts, lunches, breaks, one pizza dinner and all classroom materials. **Non-members of their State Banking Association pay an additional administration fee of \$373.**

Any registrant enrolling after April 11 may be subject to a \$50 late fee. Any registrant withdrawing in writing by April 11 will receive a refund minus a \$50 processing fee. Registrants withdrawing April 12 through April 21 will receive a refund minus a \$249 cancellation fee. Registrants withdrawing after April 21 forfeit the entire fee.

If a disability or medical condition might affect participation in this event, please enclose a brief letter to Schools of Banking. In addition, please advise us of any special dietary needs.

WHO SHOULD ATTEND?

Bankers who are involved in and/or manage operational functions in their bank are encouraged to attend. A minimum of one-year banking experience and completion of *Principles of Banking* or relevant operations experience is suggested. This School is ideal for:

- Operations Officers and Heads of Operations
- Branch Managers
- Cashiers and Assistant Cashiers
- Bookkeeping Supervisors
- Teller Supervisors and Head Tellers



Cosponsored by the Kansas and Nebraska Bankers Associations.
In partnership with the Colorado, Kentucky, Louisiana, South Dakota, Texas,
West Virginia and Wyoming Bankers Associations.



CURRICULUM

Throughout the three-day *Operations School*, students will have the opportunity to interact with each other and explore the following topics:

Operations Overview
Analyzing and Understanding Your Bank's Statement of Condition
Understanding Payment Systems
Operational Compliance Issues
Internal Controls and Practices
Bank Security and Business Continuity Planning

Operations Training and Supervision
The Payments System in Transition
Operations Moderated Panel Discussion
Why Does the Color of Your Personality Matter?

WHY SCHOOLS OF BANKING?



"I chose this school because the topics matched my job responsibilities very well. I haven't seen any seminars or schools that cover so much material that directly applies to the operations area of the bank. The school deepened my understanding of issues that I deal with everyday. Where I once had a surface understanding of a topic, I now understand on a much deeper level and can apply that knowledge to daily banking decisions."

- Donita Clawson, Vice President & Operations Officer
 First State Bank & Trust Co.

FACULTY MEMBERS

Joan Cromwell, VP & Audit Manager
 Union Bank & Trust Co. - Lincoln, NE

Lynn David, President
 Community Bank Consulting - St. Louis, MO

Phil Jossi, President
 NetWorks - Lincoln, NE

Matthew Keller, EVP & Cashier
 Gardner National Bank - Gardner, KS

David Newcomer, SVP & Cashier
 Sunflower Bank - Salina, KS

Sandy Rieger, Senior Vice President
 Gardner National Bank - Gardner, KS

Rick Shaw, President
 Awareity, Inc. - Lincoln, NE

Denise Truckenmiller, Consultant
 Cy Wakeman, Inc. - Sioux City, IA



APPLICATION FORM

OPERATIONS SCHOOL May 13-15, 2008 Midtown Holiday Inn - Grand Island, Nebraska

For Office Use Only - WB

Date Ack'd _____

PDF Acknow

IMPORTANT: Please make a copy of this application for your files. Please print or type the following information:

Name (as you wish it to appear on diploma)	Nickname (for badge)	Last 4-digits of Soc. Sec. No.
Your Title	E-mail address (all confirmations will be made via e-mail)	
Business Telephone and Fax Number	Main Bank Name (if different)	
Bank	Main Bank Address (if different)	
Bank P.O. Box and Street Address	Roommate Request, If Applicable (Name & Bank)	
City _____ State _____ Zip _____	In case of emergency, contact (Name & Telephone #)	

BACKGROUND INFORMATION FOR HOUSING:

Date of Birth _____ Male Female
 Smoking MM/DD/YY Non-Smoking No Preference

ENROLLMENT FEE:

\$895 Single Housing \$795 Double Housing \$745 No Housing
Nonmembers of their State Banking Association pay an additional fee of \$373.00

BANKING EXPERIENCE:

Attach a brief summary of your major responsibilities in your organization over the past four years or term of employment if less than four years.

Total Assets of Your Organization:

- 1 \$20 mm and under
- 2 \$21-50 mm
- 3 \$51-100 mm
- 4 \$101-250 mm
- 5 \$251-500 mm
- 6 \$501-750 mm
- 7 \$751-1 billion
- 8 Over \$1 billion
- 9 Bank Holding Co.
- 10 Other: _____

Total Years Financial Services Experience:

- 1 Less than 6 months
- 2 6 months - 1 year
- 3 1-2 years
- 4 3-5 years
- 5 6-8 years
- 6 9-11 years
- 7 12-16 years
- 8 17 years or more

Rank Your Three Major Areas of Bank Experience:

(1 indicates most years of experience)

- 1 _____ Lending
- 2 _____ Loan Administration
- 3 _____ Compliance
- 4 _____ Operations
- 5 _____ Investments
- 6 _____ Asset/Liability Management
- 7 _____ Public Relations
- 8 _____ Human Resources
- 9 _____ Customer Service
- 10 _____ Business Development/Sales
- 11 _____ Personal Trust
- 12 _____ Other: _____

Educational Background:

- 1 High School
- 2 Some College
- 3 Associates Degree
- 4 Bachelors Degree-Major:

- 5 Masters Degree-Major:

- 6 Law Degree
- 7 Ph.D.

Total Years Operations Experience:

- 1 Less than 6 months
- 2 6 months - 1 year
- 3 1-2 years
- 4 3-5 years
- 5 6-8 years
- 6 9-11 years
- 7 12-16 years
- 8 17 years or more

List Your Primary Job Responsibilities:

- (1) _____
- (2) _____
- (3) _____

ENROLLMENT AGREEMENT: I have read the brochure and agree to abide by assigned housing arrangements and all requirements for this School. I consent to the release of grades and other performance measures to my employer.

Applicant's Signature _____ Date _____

Nominating Officer's Signature _____ Date _____
(Signature indicates approval of the bank - must be applicant's manager, CEO or president)

Nominating Officer _____ Title _____
(Please type or print)

Return this application and fee by April 11 to: Schools of Banking, P.O. Box 80008, Lincoln, NE 68501-0008
 Phone: (402) 474-1555 ■ Fax: (402) 474-2148 ■ E-Mail: schools@nebankers.org ■ Web: schoolsofbanking.com

This institution does not discriminate with regard to race, creed, color, sex, age, religion, or national origin.

Est. 1965



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Your Foundation for Success

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