



Schools of Banking

OPERATIONS SCHOOL

May 15 - 17, 2012

Capitol Plaza Hotel • Topeka, Kansas

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 register, please complete and fax or e-mail the application form to the Schools of Banking at 402-474-2148 or schools@nebankers.org by April 13. **You may also access www.schoolsofbanking.com and submit the PDF fill-in application form.** Your bank will be invoiced for the applicable fee.

This fee includes registration, instruction, two nights lodging (if applicable), breakfasts, lunches, breaks, one pizza dinner and all classroom materials. **Nonmembers of their State Banking Association must pay an additional administrative fee of \$375 and are not guaranteed admission.**

Registrants enrolling after April 13 may be subject to a \$50 late fee. Registrants withdrawing by April 13 will receive a refund minus a \$50 processing fee. Registrants withdrawing April 14 through April 27 will receive a refund minus a \$188 cancellation fee. Registrants withdrawing after April 27 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, 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	Bank Security and Business Continuity Planning
Understanding Payment Systems	Business Continuity Discussion and Panel
Operational Compliance Issues	Analyzing and Understanding Your Bank's Statement of Condition
Internal Controls and Practices	The Payments System in Transition
Operations Training and Supervision	Why Does the Color of <u>Your</u> Personality Matter?
Operations Moderated Panel Discussion	

WHY SCHOOLS OF BANKING?

"I chose this school because the topics matched my job responsibilities very well. I have not seen any seminars or schools that cover so much material directly applicable to the operations area of the bank. The school deepened my understanding of issues that I deal with every day. 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, Assistant Vice President & Operations Officer
First State Bank

FACULTY MEMBERS

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

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

Pat Gibbons, Marketing Manager
NetWorks - Lincoln, NE

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

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

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



APPLICATION FORM

OPERATIONS SCHOOL May 15 - 17, 2012 Capitol Plaza Hotel - Topeka, Kansas

For Office Use Only
Date Ack'd _____
o PDF Acknow

A PDF fill-in application form is available at: www.schoolsofbanking.com

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 Social Security #
Your Title		E-mail Address <i>(all confirmations will be made via e-mail)</i>	
Business Telephone Number	Cell Phone Number	Main Bank Name (if different)	
Bank		Main Bank Address (if different)	
Bank P.O. Box or 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 _____ o Male o Female
 o Smoking (if available) o Non-Smoking o No Preference

ENROLLMENT FEE: o \$900 Single Housing o \$850 Double Housing o \$800 No Housing

Nonmembers of their State Banking Association must pay an additional fee of \$375.

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

Total Years Financial Services Experience:

- 1 o Less than 6 months
- 2 o 6 months - 1 year
- 3 o 1-2 years
- 4 o 3-5 years
- 5 o 6-8 years
- 6 o 9-11 years
- 7 o 12-16 years
- 8 o 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 o High School
- 2 o Some College
- 3 o Associates Degree
- 4 o Bachelors Degree-Major:

- 5 o Masters Degree-Major:

- 6 o Law Degree
- 7 o Ph.D.

Total Years Operations Experience:

- 1 o Less than 6 months
- 2 o 6 months - 1 year
- 3 o 1-2 years
- 4 o 3-5 years
- 5 o 6-8 years
- 6 o 9-11 years
- 7 o 12-16 years
- 8 o 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 _____ Title _____
 (Signature indicates approval of the bank - must be applicant's manager, CEO or president)

Nominating Officer _____ E-mail _____
 (Please type or print)

Return this application and fee by April 13 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.



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Your Foundation for Success

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