

FIRST-TIME ATTENDEE IIMC SCHOLARSHIP

APPLICATION FOR SCHOLARSHIP

I hereby apply for scholarship funds to attend the IIMC Conference. **The scholarship includes Registration Fee and Hotel Expenses Only. Recipient will be responsible for transportation and food expenses.**

Name: _____
 Last First Initial

Title: _____ Date of Hire for Present Position: _____

Employed By: _____ Population: _____

Elected Appointed Full-Time Part-Time

Business Address: _____
 Street City Zip

Business Phone: _____ Fax: _____

Home Address: _____
 Street City Zip

Home/Cell Phone: _____

E-Mail Address: _____

Other related Municipal Experience:

City	Title	Date Began	Date Left
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you a member in good standing of the MoCCFOA? Yes No

Division: Central East East-Central Northeast
 Northwest South-Central Southeast Southwest West

Have you ever attended an IIMC Conference? Yes No

Are you a member of the International Institute of Municipal Clerks (IIMC)? Yes No

Number of completed hours of CMC Certification: _____

Have you applied to your municipality for funds to attend the IIMC Conference?
Yes No If so, explain the action taken and by whom (See Guidelines).

What does it mean to you to attend the IIMC Conference?

Include with this application a "Letter of Support" or "Commitment Letter" from the Mayor, City Administrator, City Manager, or City Council (Check the list of guidelines below).

(Signature) (Date)

 **Remember: Submit your application on or before the 1st of February to the Scholarship Committee Chairperson.**

“IIMC Scholarship Guidelines”

The following criteria shall be considered by the Scholarship Committee and judged according to the information provided. Applications must be submitted and reviewed on a year-to-year basis.

1. Applicant must be a member in good standing of the Missouri City Clerks and Finance Officers Association.
2. Applicant must be a City Clerk, City Treasurer, City Collector, Finance Officer or hold a similar position.
3. The Scholarship Chairman must receive applications no later than February 1.
4. Applicant must have requested his/her municipality to underwrite schooling financially and been denied funding either by the Mayor, City Administrator, City Manager or City Council.
5. Applicant must submit a letter from the Mayor, City Manager, City Administrator or Council expressing support of the application and indicating a commitment to grant time off to attend the educational institute.
6. Attach a statement giving reasons for attendance and what it will mean to work toward certification by participating in a continuing education program.
7. All IIMC Scholarship recipients shall provide conference receipts to the Treasurer of the MOCCFOA no later than 15 days from the close of the conference in order to be reimbursed for approved expenses. Any receipts submitted for reimbursement after the 15 days from the close of the conference will not be considered for payment.

Please submit above or send by e-mail or fax to:

Debbie Ryan, MPCC
City Clerk
City of Creve Coeur
300 N New Ballas Road
Creve Coeur, MO 63141
FAX: 314-872-2539
Email: dryan@crevecoeurmo.gov

Check the MoCCFOA site for current information: <http://www.mocccfoa.org/>