



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 Educational Institute?  
Yes  No  If so, explain the action taken and by whom (See Guidelines).

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How will the remaining requirements to complete your Certification be funded?

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What does it mean to you to be certified or to participate in a continuing education program?

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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 31<sup>st</sup> of December to the Scholarship Committee Chairperson.**

## **“MOCCFOA 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 August 31st for the Regional Conferences **and** December 31st for the Spring Institute and New Clerks Conference.
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 MOCCFOA 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.

### **Scholarship Committee Chairperson for 17/18:**

Debbie Ryan, City of Creve Coeur

Please mail, e-mail or fax application to:

Debbie Ryan, MPCC  
City of Creve Coeur  
300 N New Ballas Road  
Creve Coeur MO 63141  
*Phone:* 314 872 2517  
*Fax:* 314 872 2539  
*Email:* [dryan@crevecoeurmo.gov](mailto:dryan@crevecoeurmo.gov)

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