

WESTERN DIVISION  
MoCCFOA  
SCHOLARSHIP PROGRAM

The purpose of the Scholarship Program is to encourage professionalism of Western Division Missouri City Clerks and Finance Officers by establishment of a scholarship program to reimburse expenses for those who would not otherwise be reimbursed by the city for attendance at the Missouri City Clerks and Finance Officers Association Spring Institute.

The Western Division MoCCFOA will award one scholarship for the Annual Spring Institute.

The Scholarship encompasses registration fee paid directly to Missouri State University (MSU), one half of double occupancy of the hotel cost paid directly to the hotel and \$40.00 paid to the applicant for mileage and/or other necessary expenses.

The Scholarship to be awarded will be known as the "Cheri Middaugh Scholarship". The scholarship may be given to a first time attendee, return attendee, and given to the same person more than one year if the need is proven.

**The Scholarship Chairman:**

1. Shall send information to be published in the MoCCFOA Newsletter and to the MML to include in its publication.
2. Shall send the MoCCFOA guidelines for scholarship and the application to all members of the Western Division.
3. Shall send the applications received to all of the members of the scholarship committee and schedule a date to meet by mail, fax or email to determine the recipients.
4. Shall notify the applicants, MSU, and Western Division President and Treasurer of the recipients of the scholarships.

**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 Western Division 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 December 5<sup>th</sup>.
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, participating in a continuing education program.

## GENERAL INFORMATION

- A. The Cheri Middaugh Scholarship may be used for other than a first time attendee or to one applicant for more than one year, however applications must be submitted and reviewed on a year-to-year basis.
- B. The Scholarship encompasses registration fee paid directly to the Southwest Missouri State University (SMSU) and one half of double occupancy of the motel cost will be paid directly to the motel and \$40.00 paid to the applicant for mileage and/or other necessary expenses.
- C. Scholarship recipient will be notified in December. Applicant, MSU, Western Division Missouri City Clerks and Finance Officers Association Treasurer will be notified immediately following awards.

WESTERN DIVISION  
MISSOURI CITY CLERKS & FINANCE OFFICERS ASSOCIATION

The Executive Board together with the general membership of the Western Division Missouri City Clerks and Finance Officers Association has approved the granting of one scholarship. The scholarship to be known as the Cheri Middaugh Scholarship. The purpose of the Scholarship Program is to encourage professionalism of Missouri City Clerks and Finance Officers by establishment of a scholarship program that would reimburse expenses for a clerk who would not otherwise be reimbursed by the City or Town for attendance at the Missouri City Clerks and Finance Officers Association Spring Institute.

GUIDELINES FOR SCHOLARSHIP

The following criteria shall be considered by the Scholarship Committee and judged according to the information provided.

**Eligibility:**

- A. Applicant must be a member in good standing of the Western Division Missouri City Clerks and Finance Officers Association (membership fee based on the annual dues schedule included herein, may accompany this application if not already a member).
- B. Applicant must be a City Clerk, City Treasurer, City Collector, Finance Officer or hold a similar position.
- C. The Scholarship Committee must receive applications no later than December 5<sup>th</sup>.
- D. 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.
- E. 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.
- F. Attach a statement giving reasons for certified municipal clerks attendance and what it will mean to work toward certification, participating in a continuing education program.



Elected \_\_\_\_\_ Appointed \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Number of completed hours for CMC Certification: \_\_\_\_\_

Have you applied to your municipality for funds to attend the Educational Institute?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (See Guidelines, Item D) Explain the action taken on your request and by whom.

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

How will the remaining requirements to complete Certification be funded? \_\_\_\_\_

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

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

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

Include in this application a letter of support or commitment from the Mayor, City Administrator, City Manager or City Council.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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Submit you application on or before December 5, 2010 to:  
Western Division-MoCCFOA Scholarship Committee Chairman  
Robin Littrell, City Clerk  
City of Riverside  
2950 NW Vivion Rd.  
Riverside, MO 64150  
Fax: 816.746.8349  
E-mail: [rlittrell@riversidemo.com](mailto:rlittrell@riversidemo.com)