

Missouri City Clerks & Finance Officers Association Eastern Division

Spring Institute First – Time Attendee Scholarship

The Missouri City Clerks and Finance Officers Association Eastern Division will award one Scholarship annually to a qualifying member of the Missouri City Clerks and Finance Officers Association Eastern Division who has not attended the Spring Institute previously. The purpose of the Scholarship is to provide financial assistance for those members who would not otherwise be reimbursed by their City. **The Scholarship will include payment of the registration fee and hotel accommodations for attendance at the Missouri City Clerks & Finance Officers Association Spring Institute.** Payments will be made by the Eastern Division directly to the Association and Hotel.

Eligibility:

- Applicant must be a member in good standing of the Missouri City Clerks and Finance Officers Association Eastern Division
- Applicant must **not** have attended a Missouri City Clerks and Finance Officers Spring Institute previously
- Applicant must be employed by a municipality as a City Clerk or similar position
- Applicant must demonstrate financial need

Guidelines:

- Applicant must submit the attached application to the Scholarship Committee no later than January 31, 2009.
- Applicant must submit a letter from the Mayor, City Manager, City Administrator or City Council expressing support of the application and indicating a commitment to grant time off to attend the Spring Institute
- Applicant must submit a statement giving reasons why attendance at the Spring Institute would be important to the applicant's employment.

Should you have any questions pertaining to this scholarship / application, please call:

Scholarship Committee Chairperson
Pamela Burdt, City Clerk
City of Town and Country
1011 Municipal Center Drive
Town and Country, MO 63131
Phone: (314) 432-6606 Fax: (314) 432-1286
Email: burdtps@town-and-country.org

**Missouri City Clerks & Finance Officers Association
Eastern Division**

Spring Institute First Time Attendee Scholarship

Name _____

Title _____

Municipality _____

Business Address _____

City/State/Zip _____

Business Phone _____ Fax: _____

E- Mail Address _____

Date of Hire to Present Position: _____

Elected _____ Appointed _____ Full Time _____ Part Time _____

Are you a member of the Missouri City Clerk's & Finance Officers Association Eastern Division in good standing? Yes _____ No _____

Have you ever attended a Missouri City Clerk's & Finance Officers Association Spring Institute? Yes _____ No _____

Please describe in detail those issues the Scholarship Committee should consider in assessing your financial need for this scholarship:

Please state the reason why attendance at the Missouri City Clerks and Finance Officers Association Spring Institute would be important to your employment.

Please submit a letter from the Mayor, City Manager, City Administrator, or City Council expressing support of the application and indicating a commitment to grant time off to attend the Educational Institute.

Applicant's Signature

Date

Submit your application on or before **January 31, 2009** to:

Scholarship Committee Chairperson
Pamela Burdt, City Clerk
City of Town and Country
1011 Municipal Center Drive
Town and Country, MO 63131
Phone: (314) 432-6606 Fax: (314) 432-1286
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