

## ***SOUTHWEST DIVISION MOCCFOA***

July 9, 2008

Hello SW Division City Clerk!

My name is Annette Crews, City of Nevada. Barb Shaw, has asked me to Chair the Scholarship Committee again this year, and I am very excited to work on this project. My sidekick on this adventure is your "humble servant" Gary Phillips of Oronogo, we are looking forward to working together.

I am enclosing the state and the SW Division scholarship applications. Please consider completing these applications. Scholarships make it possible for Clerk's to attend the Spring Institute, Regional's, and New Clerk's Institute every year. There are years that scholarships go unused, for lack of applications. Most cities are financially tight, and a scholarship just may be the answer to be able to attend a very worthwhile training opportunity.

The scholarship applications are due by August 15, 2008. So please hurry, fill them out and send them in as soon as possible.

If you have any questions about the scholarship applications, please contact me, Annette Crews ([acrews@nevadamo.org](mailto:acrews@nevadamo.org)), 417-448-2700 or Gary Phillips ([oronogoclerk@yahoo.com](mailto:oronogoclerk@yahoo.com)), 417-673-4541. We will try to help you, and if we can't, we will find someone who can.

Thank you,

Annette & Gary  
SW Division Scholarship Committee

# Southwest Missouri City Clerk and Finance Officers Association Scholarship Packet

Spring Institute, Regional and New Clerk Institute  
Scholarship Applications Due Date is August 15, 2008

Submit completed Application to:

Annette Crews, CMC, MRCC

Scholarship Chairman

City of Nevada

110 S. Ash

Nevada, Missouri 64772

417-448-2700

Fax: 417-448-2707

Email address: [acrews@nevadamo.org](mailto:acrews@nevadamo.org)

## Guidelines for Scholarship Eligibility for the Spring Institute and the Regionals

1. Applicant must be a member in good standing of the Southwest Missouri City Clerk and Finance Officers Association and of the Missouri City Clerks and Finance Officers Association
2. Applicant must be a City Clerk, Finance Officer, City Treasurer, Collector or hold similar duties
3. Applicant must first have applied to the State MOCCFOA for a Scholarship.
4. Must be in attendance at 5 of the 6 regularly scheduled Divisional meetings for the past 12 months from January to December. New Clerk must be in attendance at 2 of the regularly scheduled Divisional meetings.
5. The Scholarship committee must receive applications no later than August 15<sup>th</sup> of each year.
6. Applicant must have requested his/her municipality to underwrite schooling financially and have been denied funding either by the Mayor, City Administrator, City Manager, or Council.
7. 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.
8. 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.
9. Successful Scholarship applicants must submit a completed registration form to the Treasurer immediately following notification, for submission and payment of registration fees to the Spring Institute and/or Conference.
10. If scholarship recipient is unable to use the scholarship, the recipient should notify the scholarship committee at least 30 days prior to the spring institute and/or conference.



Explain the action taken on your request and by whom.

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Have you ever attended a Spring Institute? \_\_\_\_\_ Yes \_\_\_\_\_ No

How will the remaining requirements to complete 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 in this application a letter of support or commitment from the Mayor, City Administrator, City Manager or Council.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit your application on or before August 15, 2008

SWMOCCFOA Scholarship Committee

Annette Crews, CMC, MRCC, Scholarship Chair

110 S. Ash

Nevada, MO 64772

Fax: 417-448-2707

[acrews@nevadamo.org](mailto:acrews@nevadamo.org)

## **Guidelines for Scholarship**

### **Eligibility for the Spring Institute and the Regionals**

1. Applicant must be a member in good standing of the Southwest Missouri City Clerk and Finance Officers Association and of the Missouri City Clerks and Finance Officers Association
2. Applicant must be a City Clerk, Finance Officer, City Treasurer, Collector or hold similar duties
3. Applicant must first have applied to the State MOCCFOA for a Scholarship.
4. Must be in attendance at 5 of the 6 regularly scheduled Divisional meetings for the past 12 months from January to December. New Clerk must be in attendance at 2 of the regularly scheduled Divisional meetings.
5. The Scholarship committee must receive applications no later than August 15<sup>th</sup> of each year for the Spring Institute, and the Regional Conference. August 15<sup>th</sup> for the New Clerks Institute.
6. Applicant must have requested his/her municipality to underwrite schooling financially and have been denied funding either by the Mayor, City Administrator, City Manager, or Council.
7. 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.
8. 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.
9. Successful Scholarship applicants must submit a completed registration form to the Treasurer immediately following notification, for submission and payment of registration fees to the Spring Institute and/or Conference.
10. If scholarship recipient is unable to use the scholarship, the recipient should notify the scholarship committee at least 30 days prior to the spring institute and/or conference.



Explain the action taken on your request and by whom.

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Have you ever attended a Regional Institute? \_\_\_\_\_ Yes      \_\_\_\_\_ No

How will the remaining requirements to complete 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 in this application a letter of support or commitment from the Mayor, City Administrator, City Manager or Council.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit your application on or before August 15, 2008

SWMOCCFOA Scholarship Committee

Annette Crews, CMC, MRCC, Scholarship Chair

110 S. Ash

Nevada, MO 64772

Fax: 417-448-2707

[acrews@nevadamo.org](mailto:acrews@nevadamo.org)

# **Guidelines for New Clerk Institute Scholarship**

## **Eligibility**

1. Applicant must be a member in good standing of the Southwest Missouri City Clerk and Finance Officers Association and of the Missouri City Clerks and Finance Officers Association
2. Applicant must be a City Clerk, Finance Officer, City Treasurer, Collector or hold similar duties
3. The Scholarship Committee must receive applications no later than August 15, 2008.
4. Applicant must have requested his/her municipality to underwrite schooling financially and have been denied funding either by the Mayor, City Administrator, City Manager, or 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 certified municipal clerks attendance and what it will mean to work toward certification, participating in a continuing education program.
7. Successful Scholarship applicants must submit a completed registration form to the Treasurer immediately following notification, for submission and payment of registration fees to the New City Clerk Institute.
8. If scholarship recipient is unable to use the scholarship, the recipient should notify the scholarship committee at least 30 days prior to the New City Clerk Institute.



Explain the action taken on your request and by whom.

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Explain the action taken for your education funding by your city or any other source and by whom:

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How will the remaining requirements to complete 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 in this application a letter of support or commitment from the Mayor, City Administrator, City Manager or Council.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit your application on or before August 15, 2008  
SWMOCCFOA Scholarship Committee  
Annette Crews, CMC, MRCC, Scholarship Chair  
110 S. Ash  
Nevada, MO 64772  
Fax: 417-448-2707  
[acrews@nevadamo.org](mailto:acrews@nevadamo.org)