

# 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 a maximum of three nights for attendance at the Missouri City Clerks and & Finance Officers Association Spring Institute.** Registration for the Master Academy and/or hotel accommodations prior to the Master Academy are not eligible expenses. 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, including submitting proof of being up to date on payment of dues.
- Applicant must be employed by a municipality as a City Clerk or similar position.
- Applicant must demonstrate financial need.
- Applicant must **not** have attended a Missouri City Clerks and Finance Officers Spring Institute previously.

#### **Guidelines:**

- Applicant must submit the attached application to the Scholarship Committee no later than December 31<sup>st</sup>.
- 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 contact:***

*Scholarship Committee Chairperson:*

Ruth Baker, City Clerk

City of Manchester

14318 Manchester Road

Manchester MO 63011

Phone: (636) 227-1385, ext. 106; Fax: (636) 227-5438

E-Mail: [rbaker@manchestermo.gov](mailto:rbaker@manchestermo.gov)

**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

Attach proof of being up-to-date on payment of dues (receipt or cancelled check)

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 reasons why attendance at the 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 Missouri City Clerks & Finance Officers Association Spring Institute.

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Applicant's Signature

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Date

Submit your application on or before **December 31<sup>st</sup>** to:

Scholarship Committee Chairperson:

Ruth Baker, City Clerk

City of Manchester

14318 Manchester Road

Manchester MO 63011

Phone: (636) 227-1385, ext. 106; Fax: (636) 227-5438

E-Mail: [rbaker@manchestermo.gov](mailto:rbaker@manchestermo.gov)