

Missouri City Clerks & Finance Officers Association Eastern Division

Financial Aid Scholarship for MOCCFOA Spring Institute

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. 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 the 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.
- If applicant has 120 education hours, IIMC or Missouri certification, financial aid shall not be awarded in two successive years.
- Applicant must have attended the minimum of four meetings in the past twelve months, with proof, and not including the holiday party, and must be a current participant on the minimum of one committee and/or is currently an officer or board of director.

Guidelines:

- Applicant must submit the attached application to the Scholarship Committee no later than December 31st.
- 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.
- First priority on granting scholarships will be given to clerks pursuing their IIMC or Missouri certification, before those who are already fully certified, and only if they were not granted a scholarship the previous year.
- New members for less than one year prior to application submittal deadline are eligible. All other applicants must have attended at least four meetings in the past twelve months, not including the holiday party, beginning at the Eastern Division fiscal year, and are active participants on at least one committee/ and/or currently an officer or board of director.

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

**MISSOURI CITY CLERKS & FINANCE OFFICERS ASSOCIATION
EASTERN DIVISION**

Application for Financial Aid Scholarship for MOCCFOA Spring Institute

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 attended at least 4 meetings in the last twelve months (not counting the holiday party)? Yes No

Attach proof of attendance (copy of receipts or cancelled checks or copy of meeting minutes).

Are you current participant on at least one committee? Yes No

Please list the committee(s). _____

Are you currently serving as an Officer or on the Board of Directors?

Yes No

If so, list your office _____

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:

Have you received a scholarship in previous years? Yes No

If yes, please list years a scholarship has been received: _____

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.

Applicant's Signature

Date

Submit your application on or before **December 31st** 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