

# Missouri City Clerks & Finance Officers Association Eastern Division

## **Sharon Fagala Memorial Scholarship**

The Missouri City Clerks and Finance Officers Association Eastern Division will award one scholarship in memory of Sharon Fagala, former City Clerk of the City of Normandy, on an annual basis 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 amount of the scholarship will be determined on an annual basis at the discretion of the Board of Directors based on organizational funds available, in an amount **not to exceed \$500.00. The scholarship is to be used for payment of education and/or professional development in working towards IIMC or Missouri certification to include, but not limited to, the following:**

Spring Institute  
Advanced Academy  
Regional Institutes  
Missouri Municipal League  
International Institute of Municipal Clerks

### **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 at least two continuous years.
- Applicant must demonstrate financial need.
- An applicant actively pursuing any level of his/her IIMC or Missouri certification will be considered before those who are already fully certified.
- If applicant has 120 hours for IIMC or Missouri certification, financial aid shall not be awarded in two successive years.
- New members for less than six months prior to application submittal deadline are eligible. All other applicants must have attended at least four meetings in the past twelve months, with proof, and not including the holiday party, beginning at the Eastern Division fiscal year, and are active participants on at least one committee.

### **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 one of the above educational opportunities.

- Applicant must submit a statement outlining the status of their certification and indicating the progress which will be realized toward their certification by attendance at the educational institute.
- First priority on granting scholarships will be given to clerks pursuing their IIMC or Missouri certification, and only if they were not granted a scholarship the previous year.

***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**

**Application for Sharon Fagala Memorial 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 (copy of 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 roll call section of meeting minutes)

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate the Educational Institute / Conference you wish to attend upon receipt of the scholarship including date of Institute / Conference:

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Please state the status of your certification designation and indicate the progress which will be realized toward your certification designation by attendance at the Educational Institute / Conference.

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Have you received a scholarship in previous years? \_\_\_\_\_  
If so, 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 Educational Institute.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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

Scholarship Committee Chairperson:

Ruth Baker, City Clerk

City of Manchester

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