

Southwest Missouri City Clerk and Finance Officers Association Scholarship Guidelines

Regional Institute Applications are due by **August 31st.**

New Clerk Institute and Spring Institute Applications are due by **October 31st.**

Submit completed Applications to:
Dale Duvall, SWMOCCFOA Scholarship
Chairman City of Walnut Grove
P.O. Box 66
Walnut Grove, MO 65770
Phone: 417-788-2596
Fax: 417-788-2673
Email address: clerk@walnutgrovemo.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 **October 31st.**
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.
9. New Clerk must be in attendance at 2 regularly scheduled Divisional meetings.

**SWMOCCFOA Scholarship Application
New Clerks Institute**

_____ hereby applies for scholarship funds to the Southwest Missouri City Clerks and Finance Officers Association to attend the Missouri City Clerks and Finance Officers New Clerks Institute.

Name: _____
 (Last) (First) (M.I.)

Title: _____

Municipality you serve: _____

Address: _____

Business Phone: _____ E-Mail Address: _____

Date you assumed present position: _____

Other related Municipal Experience:

City	Title	Years of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you a member in good standing of the Southwest Missouri City Clerks & Finance Officers Association? _____

Size of municipality you serve: _____

Elected Appointed Full Time Part Time Hrs/Wk

Number of completed hours for MRCC Certification:

Have you applied to MOCCFOA (State) for a Scholarship? Yes No

Have you applied to your municipality for funds to attend the MOCCFOA New Clerks Institute? Yes No (See Guidelines #6 under Eligibility)

Explain the action taken on your request and by whom.

How will the remaining requirements to complete certification be funded?

What does it mean to you to be certified or to participate in a continuing education program?

Include in this application a letter of support or commitment from the Mayor, City Administrator, City Manager or Council.

Signature

Date

Submit completed Application on or before **October 31st.**

Submit completed Applications to:
Dale Duvall, SWMOCCFOA Scholarship Chairman
City of Walnut Grove
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Walnut Grove, MO 65770
417-788-2596
FAX: 417-788-2673
clerk@walnutgrovemo.org