

**CENTRAL DIVISION CITY CLERKS AND FINANCE OFFICERS (CCFOA)
APPLICATION FOR SCHOLARSHIP**

NAME: _____ hereby applies for scholarship funds to the Central Missouri City Clerks and Finance Officers Association to attend the Missouri City Clerks and Finance Officers Association Spring Education Institute.

Name: _____
Last First Initial

Title: _____

Employed By: _____

Business Address: _____
Street City Zip

Home Address: _____
Street City Zip

Business Phone: _____ Fax: _____

Home Phone: _____

E- Mail Address: _____

Date of Hire to Present Position: _____

Other related Municipal Experience:

City	Title	Date Began	Date Left
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Yes No

Have you ever attended a MOCCFOA Spring Institute? Yes No

CCFOA APPLICATION FOR SCHOLARSHIP CONT'.

Population of municipality you serve: _____

Elected Appointed Full-Time Part-Time

Number of completed hours for MRCC Certification: _____

Have you applied to your municipality for funds to attend the Educational Institute?

Yes No

Explain the action taken on your request and by whom (See Guidelines attached - #4).

Include with this application a letter of support or commitment from the Mayor, City Administrator, City Manager or City Council (Check the list of guidelines attached).

(Signature)

(Date)

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Submit your application on or before the 31st day of December to
the Scholarship Committee Chairperson (see Guidelines attached)

CENTRAL DIVISION SCHOLARSHIP GUIDELINES:

The following criteria shall be considered by the Scholarship Committee and judged according to the information provided. Applications must be submitted and reviewed on a year-to-year basis.

Scholarship will pay for the Spring Institute registration, % of lodging and travel expense with a total not to exceed \$500. If the chosen scholarship recipient also receives a State scholarship, and there is more than one applicant from the Central Division, the recipient of the scholarship will default to the next qualified applicant. If there is only one scholarship applicant, the Central Division will pay the amount the State scholarship did not pay. Receipts to be furnished to the Division Treasurer with any excess funds returned to the Division treasury.

1. Applicant must be a member in good standing of the Missouri City Clerks and Finance Officers Association as well as the Central Division of the Missouri City Clerks and Finance Officers Association. (All dues must be paid prior to attending the Spring Institute Conference.)
2. Applicant must be a City Clerk, City Treasurer, City Collector, Finance Officer or hold a similar position.
3. The Scholarship Chairman(s) must receive applications no later than December 31.
4. Applicant must have requested his/her municipality to underwrite schooling financially and been denied funding either by the Mayor, City Administrator, City Manager or City Council.
5. 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 educational institute.
6. Attach a statement giving reasons for attendance and what it will mean to work toward certification, participating in a continuing education program.

You may mail, fax or email your application to:

Melissa O'Bannon
PO Box 141
Madison, MO 65263
Fax: 660-291-5402
Email: cityofmadisonmo@gmail.com

or

Donna Barger
116 W. Brooks St
Brookfield, MO 64628
Fax: 573-346-2926
Email: dbarger@brookfieldcity.com

Check the web site below for current information: <http://www.moccfao.org>