



Have you previously received a SWMoCCFOA scholarship? Yes  No

If yes, what year(s): \_\_\_\_\_

Indicate all that apply:  **Regional**  **New Clerks**  **Spring Institute**

Mark your CURRENT Level of Certification(s):

None MRCC MRCC Continuing MRCC Sustaining MPCC

**Other:**  Counting my hours toward hour certificate ONLY and not certification.

Have you been denied by your municipality for funds to attend a conference?

Yes  No  If yes, attach letter as indicated in the guidelines.

**How will the remaining requirements to complete your Certification be funded?**

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Attach a statement giving reason for attendance and what it will mean to work toward certification, participating in a continuing education program.

Include with this application a "Letter of Support" or "Commitment Letter" from the Mayor, City Administrator, City Manager, or City Council (Check the list of guidelines below).

Respectfully submitted,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Remember:** Submit your application on or before the 31<sup>st</sup> of August for Regional Scholarship and 31<sup>st</sup> of December for the New Clerk's and Spring Institute to the Scholarship Committee Chairperson.

**Check the list of guidelines for additional informational items to be submitted with application for consideration.**

## **“ Southwest MOCCFOA 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.

### **Eligibility:**

1. Applicant must be a member in good standing of the Southwest Missouri City Clerks 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. Applicant must first have applied to the State MOCCFOA for a Scholarship unless you are a new City Clerk with less than three (3) months experience.
4. Must be in attendance at three (3) of the seven (7) scheduled Divisional meetings for the past twelve (12) months from May to April. Unless the applicant is a new clerk-with less than three (3) months in their position.
5. If a scholarship is awarded to a Clerk, then it is anticipated the organization expects the Clerk's regular participation and attendance at monthly meetings thereafter.
6. The Scholarship committee must receive applications no later than August 31<sup>st</sup> for Regional Conferences and December 31<sup>st</sup> for Spring Institute, New Clerk or Master Academy.
7. Applicant must submit a letter written by the Mayor, City Administrator, City Manager or Council stating that funding for schooling will create a financial burden for the city with reasons given and commitment to allow attendance.
8. Applicant must accept or decline scholarship within ten (10) days of being awarded to allow scholarship to be awarded to someone else if declined.
9. Attach a statement giving reasons for members' attendance and what it will mean to work toward certification and participating in continuing education.
10. Scholarship recipients shall provide conference receipts to the Treasurer no later than fifteen (15) days from the close of the conference in order to be reimbursed for approved expenses. Any receipts submitted for reimbursement after the fifteen (15) days will not be considered for payment.

### **Scholarship Committee Chairperson for 2020/2021:**

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