

# 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 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 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](mailto: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 31<sup>st</sup>** 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](mailto:rbaker@manchestermo.gov)