

SCHOLARSHIP COMMITTEE

WESTERN DIVISION MoCCFOA SCHOLARSHIP COMMITTEE

GENERAL INFORMATION

A. The Cheri Middaugh Scholarship may be used for other than a first time attendee or to one applicant for more than one year; however, applications must be submitted and reviewed on a year-to-year basis.

B. The Scholarship encompasses registration fee paid directly to the Missouri State University (MSU) and half of single / double occupancy of the hotel cost and up to \$40.00 paid to the applicant for mileage and/or other necessary expense.

C. Scholarship recipient will be notified late January. Applicant, MSU, Western Division Missouri City Clerks and Finance Officers Association Treasurer will be notified immediately following awards.

D. Recipient shall provide conference receipts to the Western Division Treasurer no later than 15 days from the close of the conference in order to be reimbursed for approved expenses. Any receipts submitted for reimbursement after the 15 days from the close of the conference will not be considered for payment.

**WESTERN DIVISION
MISSOURI CITY CLERKS & FINANCE OFFICERS ASSOCIATION**

The Executive Board together with the general membership of the Western Division Missouri City Clerks and Finance Officers Association has approved the granting of one scholarship. The scholarship to be known as the Cheri Middaugh Scholarship. The purpose of the Scholarship Program is to encourage professionalism of Missouri City Clerks and Finance Officers by establishment of a scholarship program that would reimburse expenses for a clerk who would not otherwise be reimbursed by the City or Town for attendance at the Missouri City Clerks and Finance Officers Association Spring Institute.

GUIDELINES FOR SCHOLARSHIP

The following criteria shall be considered by the Scholarship Committee and judged according to the information provided.

Eligibility:

- A. Applicant must be a member in good standing of the Western Division Missouri City Clerks and Finance Officers Association (membership fee based on the annual dues schedule included herein, may accompany this application if not already a member).
- B. Applicant must be a City Clerk, City Treasurer, City Collector, Finance Officer or hold a similar position.
- C. 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.
- E. 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.
- F. 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.

APPLICATION FOR WESTERN DIVISION MOCCFOA SCHOLARSHIP

I, _____ hereby apply for scholarship funds to the Western Division Missouri City Clerks and Finance Officers Association to attend the Missouri City Clerks and Finance Officers Association Education Institute in Columbia, Missouri.

Name: _____ (Last, First, Initial)

Title: _____

Employed By: _____

Business Address: _____

Home Address: _____

Business Phone: _____ Home Phone: _____

Email Address: _____

Start Date of Present Position: _____

Other related Municipal Experience:

<u>City</u>	<u>Title</u>	<u>Date Began</u>	<u>Date Left</u>
_____	_____	_____	_____
_____	_____	_____	_____

Please check either "yes" or "no" for each question noted below. Thank you!

No.	Question	Yes	No
1.	Are you a member in good standing of the Western Division of the Missouri City Clerks & Finance Officers Association?		
2.	Have you ever attended a MoCCFOA Spring Institute?		
3.	Are you a member of the International Institute of Municipal Clerks?		

Size of municipality you serve (population or class of city): _____

Elected Appointed Full Time Part Time

Number of completed hours for CMC Certification: _____

Have you applied to your municipality for funds to attend the Educational Institute? Yes No

(See Guidelines, Item D) 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 City Council.

Signature *Date*

Submit your application on or before December 31st, to:

Western Division-MoCCFOA Scholarship Committee Chairman
Kathy Ray, City Clerk - City of Lake Winnebago
10 N. Winnebago Drive - Lake Winnebago, MO 64034
Fax: 816.366.0089 - Email: lwkathyrav@comcast.net