

# “MoCCFOA”

## APPLICATION FOR SCHOLARSHIP

I hereby apply for scholarship funds to attend the Missouri City Clerks & Finance Officers Association for: (Choose All That Apply)

**Regional** \_\_\_\_\_  **New Clerks**  **Spring Institute**  
 (Location)

**Division:**  Central  East  East-Central  Northeast  
 Northwest  South-Central  Southeast  Southwest  West

**Name:** \_\_\_\_\_  
Last First Initial

**Title:** \_\_\_\_\_ **Date of Hire for Present Position:** \_\_\_\_\_

**Employed By:** \_\_\_\_\_ **Population:** \_\_\_\_\_  
 Elected  Appointed  Full-Time  Part-Time

**Business Address:** \_\_\_\_\_  
Street City Zip

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
Street City Zip

**Home/Cell Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Other related Municipal Experience:**

CITY	TITLE	DATE BEGAN	DATE LEFT

**Are you a member of the MoCCFOA?** Yes  No

**Are your MoCCFOA dues current?** Yes  No

**Have you ever attended a MoCCFOA Spring Institute?** Yes  No

Have you previously received a MoCCFOA 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.**

## **“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.

- 1) Applicant must be a member in good standing of the Missouri City Clerks and Finance Officers Association and an active participating member.
- 2) Applicant must be a City Clerk, City Treasurer, City Collector, Finance Officer, Deputy, and/or Assistant to these positions or hold a similar position.
- 3) The Scholarship Chairman must receive applications no later than August 31<sup>st</sup> for the Regional Conferences and December 31<sup>st</sup> for the Spring Institute and New Clerks Conference.
  - a) **2019 Regional Dates**: Independence – Nov 4<sup>th</sup>, Chesterfield – Nov 6<sup>th</sup>, Springfield – Nov 8<sup>th</sup>, Online Zoom Training – Nov 8<sup>th</sup>
- 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 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 by participating in a continuing education program.
- 7) All MOCCFOA Scholarship recipients shall provide conference receipts to the Treasurer of the MOCCFOA 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.

### **Scholarship Committee Chairperson for 2019/2020:**

*Deanna Jones*, MMC/MPCC, City Clerk

### **Please mail, e-mail or fax application to:**

Deanna L. Jones, MMC/MPCC  
City of Berkeley  
8425 Airport Road  
Berkeley, MO 63134  
*Phone:* 314-524-3313 ext 3756  
*Fax:* 314-264-2070  
*Email:* [cityclerk@ci.berkeley.mo.us](mailto:cityclerk@ci.berkeley.mo.us)

Check the MoCCFOA site for current information: <http://www.mocccfoa.org/>