## Southwest Missouri City Clerk and Finance Officers Association Scholarship Guidelines

Regional Institute Applications are due by August 31st.

New Clerk Institute and Spring Institute Applications are due by October 31st.

Submit completed Applications to:
Dale Duvall, SWMOCCFOA Scholarship
Chairman City of Walnut Grove
P.O. Box 66
Walnut Grove, MO 65770
Phone: 417-788-2596

Fax: 417-788-2673
Email address: clerk@walnutgrovemo.org

## Guidelines for New Clerk Institute Scholarship Eligibility

- Applicant must be a member in good standing of the Southwest Missouri City Clerk and Finance Officers Association and of the Missouri City Clerks and Finance Officers Association
- Applicant must be a City Clerk, Finance Officer, City Treasurer, Collector or hold similar duties
- 3. The Scholarship Committee must receive applications no later than October 31st.
- 4. Applicant must have requested his/her municipality to underwrite schooling financially and have been denied funding either by the Mayor, City Administrator, City Manager, or Council.
- 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 certified municipal clerks attendance and what it will mean to work toward certification, participating in a continuing education program.
- Successful Scholarship applicants must submit a completed registration form to the Treasurer immediately following notification, for submission and payment of registration fees to the New City Clerk Institute.
- 8. If scholarship recipient is unable to use the scholarship, the recipient should notify the scholarship committee at least 30 days prior to the New City Clerk Institute.
- 9. New Clerk must be in attendance at 2 regularly scheduled Divisional meetings.

## SWMOCCFOA Scholarship Application New Clerks Institute

	hwest Missouri City ri City Clerks and Fir	Clerks and Finance	Officers As		
Name:	(Last)	(First)		(M.I.)	
Title:					
Municipality	/ you serve:				
Address:					
Business P	hone:	E-Mail Address:			
Other relate City	ssumed present posied Municipal Experie	nce: Title 		Years of Ser	
Are you a n	nember in good stan	ding of the Southwes			
Size of mur	nicipality you serve: _				
Elected	Appointed	Full Time	Part Tir	ne Hrs	s/Wk
Number of	completed hours for	MRCC Certification	:		
Have you a	pplied to MOCCFO	A (State) for a Schol	arship?	Yes	No
Institute?	ypplied to your munic Yes No (See	Guidelines #6 unde	er Eligibility		ew Clerks

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
orogram?
nclude in this application a letter of support or commitment from the Mayor, City Administrator, City Manager or Council.
ignature Date
Submit completed Application on or before October 31st.

Submit completed Applications to:
Dale Duvall, SWMOCCFOA Scholarship Chairman
City of Walnut Grove
P.O. Box 66
Walnut Grove, MO 65770
417-788-2596
FAX: 417-788-2673

clerk@walnutgrovemo.org