

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 Scholarship
Eligibility for the Spring Institute and the Regional Institute**

1. 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
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.
4. Must be in attendance at 4 of the 6 regularly scheduled Divisional meetings for the past 12 months from May to April. Unless the applicant is a new clerk with less than 6 months in their position.
5. The Scholarship committee must receive applications no later than **August 31st for the Regional Conference and October 31st for the Spring Institute or Master Academy.**
6. 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. Applicant must accept or decline scholarship within 10 days of being awarded to allow scholarship to be awarded to someone else if declined.
7. Attach a statement giving reasons for members' attendance and what it will mean to work toward certification and participating in continuing education.

**SWMOCCFOA Scholarship Application
Spring Institute**

_____ hereby applies for scholarship funds to the Southwest Missouri City Clerks and Finance Officers Association to attend the Missouri City Clerks and Finance Officers Spring Institute.

Name: _____
 (Last) (First) (M.I.)

Title: _____

Municipality you serve: _____

Address: _____

Business Phone: _____ E-Mail Address: _____

Date you assumed present position: _____

Other related Municipal Experience:

City	Title	Years of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you a member in good standing of the Southwest Missouri City Clerks & Finance Officers Association? _____

Size of municipality you serve: _____

Elected Appointed Full Time Part Time

Number of completed hours for:
MRCC Certification
MRCC Continuing
MRCC Sustaining
MRCC Professional

Have you applied to MOCCFOA (State) for a Scholarship? Yes No

Have you applied to your municipality for funds to attend the MOCCFOA Spring Institute? Yes No (See Guidelines #6 under Eligibility)

Explain the action taken on your request and by whom.

Have you ever attended a Spring Institute? Yes NO

If Yes, years attended:

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 Council.

Signature

Date

Submit completed Application on or before **October 31st.**

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