

# Missouri City Clerks & Finance Officers Association Eastern Division

## **2023 Spring Institute First-Time Attendee Scholarship**

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 who has not attended the Spring Institute previously. 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 (including New Clerks Institute) and hotel accommodations for a maximum of three nights for attendance at the Missouri City Clerks and Finance Officers Association Spring Institute. Note: Registration for the Master Academy and/or hotel accommodations prior to the Master Academy are not eligible expenses.

### Eligibility:

- Applicant must be a member in good standing of the Missouri City Clerks and Finance Officers Association Eastern Division.
- Applicant must not have attended a Missouri City Clerks and Finance Officers Association Spring Institute previously.
- Applicant must be employed by a municipality as a City Clerk or similar position.
- Applicant must demonstrate financial need.

### Guidelines:

- Applicant must submit the application to the Scholarship Committee no later than **December 31, 2022**.
- Applicant must submit a letter from the Mayor, City Manager/City Administrator, or City Council/Board of Aldermen expressing support of the application and indicating a commitment to granting time off for the applicant 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.

Should you have any questions pertaining to this scholarship application, please contact the Scholarship Committee Chairperson:

Megan Eldridge  
City of Wildwood  
16860 Main Street  
Wildwood, MO 63040  
636-405-2029  
[megan@cityofwildwood.com](mailto:megan@cityofwildwood.com)

**Missouri City Clerks & Finance Officers Association**  
**Eastern Division**  
**2023 Spring Institute First-Time Attendee Scholarship**

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 (copy of canceled check or receipt)

Have you ever attended a Missouri City Clerk's & Finance Officers Association Spring Institute? Yes \_\_\_\_\_ No \_\_\_\_\_

Please describe in detail those issues the Scholarship Committee should consider in assessing your financial need for this scholarship:

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*Spring Institute First-Time Attendee Scholarship Application Continued*

Please state the reason why attendance at the Missouri City Clerks and Finance Officers Association Spring Institute would be important to your employment.

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Please submit a letter from the Mayor, City Manager/City Administrator, or City Council/Board of Aldermen expressing support of the application and indicating a commitment to grant time off to attend the Educational Institute.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Submit your application on or before **December 31, 2022** to the Scholarship Committee Chairperson:

Megan Eldridge  
City of Wildwood  
16860 Main Street  
Wildwood, MO 63040  
636-405-2029  
[megan@cityofwildwood.com](mailto:megan@cityofwildwood.com)