

Missouri City Clerks & Finance Officers Association Eastern Division

Sharon Fagala Memorial Scholarship - 2023

The Missouri City Clerks and Finance Officers Association Eastern Division will award **one** scholarship in memory of Sharon Fagala, former City Clerk of the City of Normandy, on an annual basis to a qualifying member of the Missouri City Clerks and Finance Officers Association Eastern Division. The purpose of the scholarship is to provide financial assistance for those members who would not otherwise be reimbursed by their City. The amount of the scholarship will be determined on an annual basis at the discretion of the Board of Directors based on organizational funds available, in an amount not to exceed \$500.00. The scholarship is to be used for payment of education and/or professional development, including expenses directly related to training while working towards IIMC or Missouri certification to include, but not limited to, the following:

- Spring Institute
- Advanced Academy
- Regional Institutes
- Missouri Municipal League
- International Institute of Municipal Clerks

The Sharon Fagala Memorial Scholarship may be used to supplement a scholarship received from the State Association or toward a combination of educational training and/or professional development but must be used within 12 months of being awarded.

Eligibility:

- Applicant must be a member in good standing of the Missouri City Clerks and Finance Officers Association Eastern Division.
- Applicant must be employed by a municipality as a City Clerk or similar position for at least two continuous years.
- Applicant must demonstrate financial need.
- An applicant actively pursuing any level of IIMC or Missouri certification will be considered before those who are already fully certified.
- If applicant has 120 hours of IIMC or Missouri certification,

they shall not be awarded financial aid in two successive years.

New members for less than one year prior to the application submittal deadline are eligible. All other applicants must have attended at least **two** meetings in the 12 months prior to the application deadline and be active participants on at least one committee.

- For the purposes of obtaining a scholarship, the Annual Holiday Party in December will not be considered in the applicant's attendance record, as no business is conducted and no action is taken at this meeting.

Guidelines:

- Applicant must submit the attached 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 one of the above-named educational opportunities.
- Applicant must submit a statement outlining the status of their certification and indicating the progress which will be realized toward their certification by attending the educational institute.
- First priority on granting scholarships will be given to clerks pursuing their IIMC or Missouri certification that were not granted a scholarship the previous year.

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

Missouri City Clerks & Finance Officers Association Eastern Division

Application for Sharon Fagala Memorial Scholarship - 2023

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 receipt or canceled check)

Have you attended at least **two** meetings in the last 12 months, excluding the holiday party? Yes _____ No _____

Attach proof of attendance (copy of receipts or cancelled checks or copy of roll call section of meeting minutes)

Are you an active participant on at least one committee? Yes _____ No _____

If yes, please list: _____

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

Sharon Fagala Memorial Scholarship Application Continued

Indicate the educational Institute / conference you wish to attend upon receipt of the scholarship. Include the educational institute/ conference date(s):

Please state the status of your certification designation and indicate the progress which will be realized toward your certification designation by attendance at the educational Institute / conference.

Have you received a scholarship in previous years? _____

If so, please list years a scholarship has been received: _____

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/conference.

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