## 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 **December 31st.** 

Submit completed Applications to:

Cyndi Jennings – City of Oronogo SWMOCCFOA Scholarship Chair

653 E. Central Street, Oronogo, MO 64855

Phone: 417-673-4541

Email address: <a href="mailto:cityclerk@oronogomo.org">cityclerk@oronogomo.org</a>

## 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
- 2. Applicant must be a City Clerk, Finance Officer, City Treasurer, Collector or hold similar duties
- The Scholarship Committee must receive applications no later than December 31st.
- 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.
- 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 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

		h City Clerks and Finan d Finance Officers Ne		ssociation to	
Name:	(Last)	(First)		(M.I.	)
Title:					
Municipality	y you serve:				
Address: _					
	none:E-Mail Address:				
Other relate City	ed Municipal Exp	position: perience: Title		Years of Se	
Are you a n		standing of the South		i City Clerks	& Finance
Size of mur	nicipality you ser	ve:			
Elected	Appointed	Full Time	Part Tir	me Hı	rs/Wk
Number of	completed hour	s for MRCC Certificati	on:		
Have you a	pplied to MOCC	CFOA (State) for a Sch	nolarship?	Yes	No
Have you a	applied to your n	nunicipality for funds t	o attend the l	MOCCFOA I	New Clerks
		(See Guidelines #6 ur		′)	
Explain the	action taken or	your request and by	whom.		

How will the remaining requirements to complete certification be funded?

What does it mean to you to be certified or to p	participate in a continuing education
program?	
Include in this application a letter of support or Administrator, City Manager or Council.	commitment from the Mayor, City
Simontium	Data
Signature	Date
Submit completed Application on	or before <b>December 31st.</b>

Cyndi Jennings – City of Oronogo SWMOCCFOA Scholarship Chair 653 E. Central Street, Oronogo, MO 64855

Phone: 417-673-4541

Email address: <a href="mailto:cityclerk@oronogomo.org">cityclerk@oronogomo.org</a>