



PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION

UNIFIED SCHOLARSHIP APPLICATION

I, _____, a member of the Palm Beach County Municipal Clerks Association, do hereby make application for scholarship funds from the Palm Beach County Municipal Clerks Association to attend: (check one)

_____ **FACC Summer Academy** (Deadline: 1st Monday in April)

_____ **FACC Fall Academy** (Deadline: 1st Monday in August)

_____ **IIMC approved education – Name of class:** _____

Last Name	First Name	Middle Initial	Job Title
Home Address		Personal Telephone Number(s)	
Name of Municipality		Office Telephone/Fax	
Employer Address		Email Address	
Date assumed present position: _____			
Additional or Related Municipal Experience:			
Name of Municipality	Job Title	Years of Service	
_____	_____	_____	
Name of Municipality	Job Title	Years of Service	
_____	_____	_____	
Name of Municipality	Job Title	Years of Service	
_____	_____	_____	
See attached Scholarship Criteria			
PBCMCA Active Member for ____ year(s).			
Are you currently serving as: <i>Director</i> _____ <i>Committee Member</i> _____			
Name of Committee(s): _____			
If not, would you like to serve? Yes _____ No _____			
Name of Committee(s): _____			

FACC Active Member for ____ year(s).

Are you currently serving as: ____ *Chair*
____ *Member*

Name of Committee(s):

IIMC Active Member for ____ year(s).

Are you currently serving as: ____ *Chair*
____ *Member*

Name of Committee(s):

Have you attended or completed any of the following:

See attached Scholarship Criteria

Summer Academies within the last 3 years? ____ Yes ____ No

Fall Academies within the last 3 years? ____ Yes ____ No

If yes, to any above, did you pay for your own expenses? ____ *All* ____ *Partial* ____ *None*

Have you ever been awarded a scholarship by PBCMCA? ____ Yes ____ No

If yes, enter date awarded _____

What level of CMC have you completed? ____ *1st Year* ____ *2nd Year* ____ *3rd Year*

Date CMC Obtained: _____

What level of MMC have you completed? ____ *1st Year* ____ *2nd year or more*

Date MMC Obtained: _____

Is funding for education and/or conferences available from your municipality? ____ Yes ____ No

Have you applied to your municipality for funds for other education, conferences, meetings, travel, etc?

____ Yes ____ No

If yes, list name of class/conference and funds for each:

Name of Class/Conference

Funds

Name of Class/Conference

Funds

Name of Class/Conference

Funds

Briefly explain your goals as a Municipal Clerk/Deputy Clerk:

Briefly describe how attending this academy will benefit you and your municipality:

The following information MUST be attached as part of this application:

Written evidence attached to the application that his/her immediate supervisor has authorized time off to attend the FACC Fall Academy or Summer Academy in the event a scholarship is awarded; in addition, that his/her municipality cannot fund the expense of attending the FACC Fall Academy or Summer Academy or has allocated only partial funding. If the applicant is underwriting the attendance, then that should be explained as well.

I DO HEREBY ATTEST THAT I MEET THE CRITERIA AS OUTLINED FOR SCHOLARSHIP TO THE ABOVE DESCRIBED EDUCATIONAL EVENT, AND THE INFORMATION SUBMITTED IN AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature

Date

**Submit one application for each type of scholarship.
Mail or Email by the deadline to the Scholarship Chairperson.**



PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION

SCHOLARSHIP CRITERIA

Criteria No.	Description of Scholarship Criteria
1.	Applicant must be a Municipal Clerk, Deputy Clerk, Clerk of Council, or Secretary/Clerk employed by a municipality performing duties commensurate to the duties performed by a Municipal Clerk in Palm Beach County.
2.	1 st year CMC applicants must be an Active-member in good standing with the Palm Beach County Municipal Clerks Association for a period of at least 6 months prior to the application submittal and have an 80% attendance rate at PBCMCA meetings. 2 nd and 3 rd year CMC Applicants must be an active member for at least one (1) year with and 80% attendance rate at PBCMCA meetings and have served at least one (1) year on a PBCMCA Committee. MMC Applicants must be an active member for at least three (3) years with an 80% attendance rate at PBCMCA meetings and have served for three (3) consecutive years on a PBCMCA Committee.
3.	Applicant must be actively pursuing CMC or MMC designation. Preference shall be given to those applicants pursuing their CMC.
4.	Applicant must provide written evidence attached to the application that his/her immediate supervisor has authorized time off to attend IIMC approved education in the event a scholarship is awarded.
5.	Applicant must acknowledge that any awarded funds are to be used solely for the purpose of paying the registration fee to attend the event listed on the application. The total scholarship award shall not exceed the registration fee per individual, or shall be based on the current budgetary funding amount that is approved by the membership.
6.	Applications for the FACC Summer Academy must be received by the Scholarship Committee Chairperson no later than the 1 st Monday in April. Applications for the FACC Fall Academy must be received no later than the 1 st Monday in August. . In the event of a lack in applicants, the deadline may be extended at the discretion of the Scholarship Committee. For all other IIMC approved education such as mini-academies, webinars, etc., the application shall be due upon the deadline set by the Scholarship Committee Chair.
7.	Applicants may apply for a Scholarship to attend IIMC approved education if the budget continues to provide for the Scholarship funding. Any Scholarship Award shall be solely based on the Committee's findings and decision.
8.	Applicant acknowledges that in order to receive reimbursement, the entire coursework must be completed and the applicant must maintain the required criteria at the time of attendance.
9.	Failure to meet and maintain the application criteria and/or submit a complete application, including supporting documentation, may result in disqualification.