



# 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: 1<sup>st</sup> Monday in April)

FMPA Conference (Deadline: last Monday in April)

FACC Fall Academy (Deadline: 1<sup>st</sup> 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 Number(s)	
Employer Address		Email Address	

Date assumed present position: \_\_\_\_\_

Additional or Related Municipal Experience:

Name of Municipality	Job Title	Years of Service
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Name of Municipality	Job Title	Year of Service
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See attached Scholarship Criteria

PBCMCA Active Member for \_\_\_\_\_ year(s).

Are you currently serving as: Director \_\_\_\_

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?      ____ 1 <sup>st</sup> ____ 2 <sup>nd</sup> Year      ____ 3 <sup>rd</sup> Year Date CMC Obtained: _____	
What level of MMC have you completed?      ____ 1 <sup>st</sup> ____ 2 <sup>nd</sup> 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: _____ _____ _____ _____	

<p>Briefly describe how attending the academy will benefit you and your municipality:</p> <hr/> <hr/> <hr/> <hr/> <hr/>	
<p>The following information MUST be attached as part of this application:</p>	
<p>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.</p>	
<p>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.</p>	
<p>_____ Signature</p>	<p>_____ Date</p>
<p>Submit one application for each type of scholarship. Mail or Email by the deadline to the Scholarship Chairperson.</p>	



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## 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.	First 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 six (6) months prior to the application submittal and have an 80% attendance rate at PBCMCA meetings. Second- and third-year CMC Applicants must be an active member for at least one (1) year with an 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 designation.
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 <sup>st</sup> Monday in April. Applications for the FACC Fall Academy must be received no later than the 1 <sup>st</sup> Monday in August. In the event of a lack of applications, the deadline may be extended at the discretion of the Scholarship Committee. For all other IIMC approved education such as mini-academies, webinars, etc., or FRMP conferences, the application shall be due upon the deadline set by the Scholarship Committee Chairperson.
7.	Applicants may apply for a scholarship to attend IIMC approved education, if budget continues to provide for Scholarship funding. Any Scholarship Award shall be solely based on the Committee's fundings and decision.
8.	Application 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.	Applicant must be a high school senior enrolled in school and provide proof of enrollment in Palm Beach County such as letter from school registrar's office or guidance department, etc.
10	Applicant must be a municipal clerk who is an active member in good standing with the Association and meet the attendance requirement outline in the policies and procedures.



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11.	Applicant must be an active employee in a Municipal Clerk's Office, provide of employment and a letter of support.
12.	Applicant can be an immediate relative (parent, son, daughter, or sibling) of a municipal clerk, or a staff member employed in a Municipal Clerk's Office. Proof of kinship is required.
13.	Applicant must provide proof of acceptance letter, enrollment in college, university or trade school.
14.	Failure to meet and maintain the application criteria and/or submit a complete application, including supporting documentation, may result in disqualification.