

**Colorado Municipal Clerks' Association
2010 Master Institute's Scholarship Application**

MASTERS MUNICIPAL CLERKS INSTITUTE

September 22 - 24, 2010

Application Due: Friday, July 30, 2010

Mail to: Linda Smith, MMC
City of Cortez
210 E. Main Street
Cortez, CO 81321

PLEASE TYPE OR PRINT
INFORMATION REQUESTED

Last Name	First Name	Municipality
Mailing Address		City and State
		Zip Code
Telephone Number	Fax Number	E-mail Address

Population of your Municipality _____ City Clerk Deputy City Clerk*

* If you are a Deputy Clerk, with full responsibilities of the Municipal Clerk, please include a letter from your Municipal Clerk certifying that you do perform the duties and handle the responsibilities of the Municipal Clerk.

Years in your present position: _____ Elected Appointed

Are you a member of IIMC? _____ Are you a member of CMCA? _____

Number of years you have attended this event/conference: _____

List Dates of Attendance at CMCA Business Meetings: _____

List CMCA Committees on which you have served and the year(s):

Please list International, Regional, or State Conferences you have attended in the last five years:

Other Professional Associations: _____

Other Governmental Experience: _____

Applications must include:

1. A personal letter explaining your reasons for attending the event/conference and for applying for the scholarship.
2. A letter from your Mayor, Manager, Council or Board supporting your commitment to CMCA's educational programs.

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Financial Information

2010 General Fund Budget for your Municipality \$_____

Amount budgeted for this event/conference \$_____

Amount requested from Scholarship Fund \$_____ Commuter Non-Commuter

Please indicate the source of funding for last year's event/conference (if applicable)

Municipality \$_____ CMCA Scholarship \$_____ Other \$_____

CMCA SCHOLARSHIP COMMITTEE GUIDELINES FOR SCHOLARSHIP AWARDS

- Applicants must be a Member of the CMCA by March 31 of the current year.
- The scholarship funding program attempts to assist financially as many applicants as possible, therefore no full scholarships will be awarded. This guideline assumes continued numerous applications and limited funding.
- Consecutively awarded scholarships may be reduced in order to encourage municipalities to budget for the education/conference for their own clerks and to further maximize participation in the Institute Program.
- Scholarship awards will be actual education/conference expenses only.
- Municipal Clerks and those Deputy Clerks fulfilling the functions and bearing the responsibility of the Municipal Clerk (as certified by the Municipal Clerk) shall receive first priority in consideration of scholarship awards, after which applications for Deputy Clerks shall be considered.

Signature of Applicant

Date

For Official Use

Date of Application Receipt _____ CMCA Dues Current

Personal Letter Letter from Mayor, Manager or Council Letter from Clerk (For Deputy Clerks)

Previous Awards (Date/Amount) _____

Award Granted Award Denied Amount Awarded: \$_____