

## SCHOLARSHIP COMMITTEE

**PURPOSE:** The Scholarship Committee is responsible for awarding general scholarships, to defray the costs of registration, to the following educational programs:

CMC Institute  
MMC Institute  
Colorado Municipal League Annual Conference  
CMCA Annual Fall Conference  
IIMC Region 8 Conference

In addition the Scholarship Committee is responsible for awarding one fully paid scholarship, followed by partial scholarships, for 3<sup>rd</sup> year students to the Colorado Municipal Clerks Institute annually from the Jean L. Rogers Scholarship Fund.

### **RESPONSIBILITIES:**

1. Solicit nominations for scholarships. For all conferences other than the annual Region VIII Conference, applications for scholarships will be due a minimum of 45 days before the first day of the conference, Decisions by the Committee will be made no later than one month prior to the first day of the conference. Applicants will be notified immediately upon decision of the Scholarship Committee
2. Review all scholarship applications, verify membership, and recommend the dollar amounts to be awarded.
3. Notify all applicants of the status of the awards.
4. Review, at least biennially, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend updates and changes to them to the Executive Board.

**NUMBER OF COMMITTEE MEMBERS:** Five. (This number serves only as a guideline for the committee chair. The chair may appoint any number of members necessary to carry out the responsibilities of the committee.)

**REPORTS REQUIRED:** Written reports are created for the business meetings held at the Colorado Municipal League Conference and at the CMC Institute. If no significant events have occurred between the dates of these meetings, the same report may be submitted at each. Another written report, including all activities for the year, is created for the business meeting held at the Annual Conference. Reports for all CMCA meetings should be sent, in duplicate, to the Secretary prior to the meeting. The original of all reports will be preserved by the Historian.

A list of scholarships awarded should also be transferred to the Historian.

## **SCHOLARSHIP COMMITTEE (cont)**

### **SPECIFIC ACTIVITIES:**

1. Solicit requests for scholarship applications for each educational event through press releases in the Communiqué, the CML Newsletter, and by including the applications in the registration packets for each program.
2. Update criteria for awarding scholarships and present to the Board for approval.
3. Communicate with Institute Director at the University of Colorado at Boulder regarding unusual circumstances, which may occur regarding scholarships for the attendees at the CMC Institute and MMC Institute.

### **BUDGET:**

Refer to current budget for committee allocation amount.

### **ATTACHMENTS:**

1. Rules governing Jean L. Rogers Scholarship Fund
2. Scholarship guidelines
3. Scholarship application form

## JEAN L. ROGERS SCHOLARSHIP FUND

The Jean L. Rogers Scholarship Fund was established in 1986 as a tribute to Jean L. Rogers, City Clerk for the City of Lakewood, in recognition of her contribution to the Colorado municipal clerks in helping to establish the municipal clerks institute. Monies from this fund are used for Institute scholarships for third-year students.

1. The Jean L. Rogers Scholarship Fund will be identified by a separate line item (budgeted expenditure) in the CMCA annual budget.
2. The Fund balance, from which the scholarships will be awarded, will be maintained at a minimum funding level of \$1,000.
3. If the funds are available, the Jean L. Rogers Scholarship Fund will provide:
  - a. One fully paid scholarship for a 3rd year student to the Colorado Municipal Clerks Institute followed by:
  - b. partial scholarships for 3rd year students to the Colorado Municipal Clerks Institute

Funding levels will be determined by the Executive Board at the time the annual budget is presented to the membership.

4. Application for the Jean L. Rogers Scholarship Fund will be made on its own form, separate from the regular scholarship application process.
5. Contributions to the Jean L. Rogers Scholarship Fund will include:
  - a. voluntary donation request on the annual membership application form
  - b. transfers from the general operating account, as determined by the Executive Board
  - c. other fundraising efforts as determined by the Executive Board
6. Notice of receipt of this scholarship will be placed in the Communiqué. Additionally, notice will be mailed to the recipient's mayor and council/board and to the local newspaper.
7. The name of the scholarship recipient will be added to the plaque, which has been created for that purpose. The plaque will remain with the recipient until the next recipient has been designated. The plaque will be presented to the recipient at the Annual Conference by the President.

## **CMCA SCHOLARSHIP COMMITTEE GUIDELINES**

Applicants must be a member of 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 for 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.

### **CMCA SCHOLARSHIP GUIDELINES FOR IIMC CONFERENCE SCHOLARSHIP**

- Applicant must be a member of both CMCA and IIMC.
- Must be eligible to vote.
- CMCA will only pay for education; not meals and travel.
- Award will be split among applicants; if one applies then they get up to full education. If more than one applies, then award is divided evenly up to full education.
- Recipient(s) must stay for the entire conference, which includes voting at the IIMC Business Meeting.

SAMPLE

COLORADO MUNICIPAL CLERKS' ASSOCIATION  
APPLICATION FOR SCHOLARSHIP

Conference/Institute  
Date - Location

**APPLICATION FOR SCHOLARSHIP DEADLINE: (Must be received by Scholarship Chair at least 45 days prior to conference/institute) except for IIMC Region VIII Conference.**

Send to:

PLEASE TYPE OR PRINT BELOW:

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

Email Address \_\_\_\_\_

Population of your Municipality \_\_\_\_\_

Funds budgeted for Conference by your Municipality \$ \_\_\_\_\_

Amount of funds required from Scholarship Fund \$ \_\_\_\_\_  
Please check one: Commuter \_\_\_\_\_ Non-Commuter \_\_\_\_\_

Number of years you have attended the Conference \_\_\_\_\_

Please indicate source of funding for last year's Conference (if applicable):  
Municipality \$ \_\_\_\_\_ Scholarship \$ \_\_\_\_\_

Date you assumed your present position \_\_\_\_\_

Are you elected or appointed? \_\_\_\_\_

Are you a member of IIMC? \_\_\_\_\_ Are you a member of CMCA? \_\_\_\_\_

\*NOTE: If you are a Deputy Clerk in title, but take on the full responsibility of Municipal Clerk (not the Municipal Clerk in title because of the City Charter, Municipal Ordinance, etc.), please submit a letter from the Municipal Clerk of your Municipality certifying that you do perform the duties and handle the responsibilities of the Municipal Clerk.

How many International, Regional, or State Conferences have you attended in the last five years?  
Conference and Year \_\_\_\_\_ Conference and Year \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Governmental Experience \_\_\_\_\_

Attended CMCA Business Meetings? \_\_\_\_\_ Dates: \_\_\_\_\_

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

**Include a letter explaining your reasons for attending the Conference and applying for a Scholarship AND a letter from your Mayor, Manager, and/or Council or Board supporting your commitment to CMCA's education programs.**

CMCA SCHOLARSHIP COMMITTEE GUIDELINES FOR SCHOLARSHIP AWARDS
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- 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

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