



Washington Municipal Clerk Association Guidelines for the Northwest Clerks Institute (NCI) Scholarship Applications

As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage Washington Clerks to take advantage of educational opportunities, a scholarship program was instituted to help with the cost of attending the Northwest Clerks Institute Professional Development sessions.

APPLICANT REQUIREMENTS:

- Applicant must be a member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding.
- Applicant must submit a letter from their immediate supervisor that:
 1. Indicates that the organization cannot fully fund the cost of the session;
 2. Expresses support for the application; and
 3. Indicates a commitment to grant time to attend the Professional Development session.

NCI SCHOLARSHIP GUIDELINES:

First-time Northwest Clerks Institute attendees may apply for a scholarship to include registration and lodging at the Institute if needed and requested.

PDII and PDIII scholarships will be for registration only.

Scholarships will be limited to two per entity/one per person per year, with a maximum of three lifetime WMCA scholarships per person. Scholarships are non-transferable.

Applications must be complete when submitted, including letter from immediate supervisor.

Specific criteria are used to consider scholarship applications. Applications are considered by need, commitment to attend, and by order or date received.

Preference in selection will be shown to those applicants attending their first Professional Development session. Evidence of attendance at earlier Professional Development sessions from applicants seeking scholarship support for subsequent sessions must be submitted with application.

Scholarship awards will be made within the limitation of scholarship funds available.



2009 Northwest Clerks Institute Scholarship Application

(Please print or fill in form fields)

Scholarship support is requested for (select one): PD I PD II PD III

NAME: _____

EMPLOYER: _____ POPULATION: _____

MAILING ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

CURRENT POSITION/TITLE: _____

DATE CURRENT POSITION ASSUMED: _____

How long have you been a member of WMCA? _____ (years/months)

Please list your involvement with WMCA: _____

Which Professional Development Sessions have you completed: PD I PD II

(Please provide documentation of participation in previous PD sessions) PD III NONE

If you have not previously attended a Professional Development session, are you requesting a scholarship for lodging in addition to registration? YES NO

Have you previously been awarded a scholarship from WMCA? YES NO

If yes, when? _____ (Please list all years, if more than one scholarship)

Is your entity funding other training opportunities for you? YES NO

If yes, please describe:

List other related municipal experience:

EMPLOYER	POSITION/TITLE	DATES OF SERVICE
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Are you a member of the International Institute of Municipal Clerks (IIMC)? YES NO (Note: Membership in IIMC is mandatory to obtain certification, but not for obtaining a scholarship to NCI)

Please attach a letter that answers the following questions:

1. What does it mean to you to be a Certified Municipal Clerk or to participate in a continuing education program? Please be sure to describe in detail your short-term and long-term goals and how the scholarship would help you to obtain these goals.
 2. How will you fund the remaining phases to complete the IIMC's Certification Program?
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I hereby apply for scholarship funds and attest that the information in and with this application is true and correct to the best of my knowledge.

Signature of Applicant

Date

MAIL APPLICATION AND REQUIRED DOCUMENTATION TO:

Claire Lider, CMC
City Clerk
City of Battle Ground
109 SW 1st Street, Suite 221
Battle Ground, WA 98604
Phone: 360-342-5008
Fax: 360-342-5050
claire.lider@ci.battle-ground.wa.us

Applications may be submitted by mail, fax or e-mail
and must be received by **February 13, 2009**.

Only **complete** applications submitted by
February 13, 2009 will be considered.