



Washington Municipal Clerk Association Guidelines for WMCA Annual Conference 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 WMCA Annual Conference.

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 be an active member of WMCA on the date of the application.
- Applicant must have requested his/her government agency to financially underwrite costs and been denied funding due to budget constraints.
- Applicant must submit a letter from their immediate supervisor that:
 1. Indicates that the organization cannot fully fund the cost of the program;
 2. Expresses support for the application; and
 3. Indicates a commitment to grant time to attend the conference or educational program series.

WMCA CONFERENCE SCHOLARSHIP GUIDELINES:

First-time WMCA Conference attendees may apply for a scholarship to include registration and \$300 towards lodging if needed and requested.

Previous conference attendees may apply for scholarships 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 conference or Professional Development classes. Evidence of attendance at earlier professional development seminars from applicants seeking scholarship support for second and third year seminars must be submitted with application.

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



Washington Municipal Clerks Association

WMCA Annual Conference Scholarship Application

(Please print or fill in form fields)

NAME: _____

EMPLOYER: _____ POPULATION: _____

MAILING ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

CURRENT POSITION/TITLE: _____

DATE CURRENT POSITION ASSUMED: _____

List other related municipal experience:

(Use additional sheets if needed)

EMPLOYER	POSITION/TITLE	DATES OF SERVICE
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Briefly list your primary duties: _____

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

Please list your involvement with WMCA: _____

Have you previously attended a WMCA Annual Conference? YES NO

If yes, when? (Year)

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

If yes, when? (Year)

Are you currently working toward your CMC designation? YES NO

Are you currently working toward your CMC re-certification? YES NO

Are you currently working toward your MMC designation?

YES NO

Is your entity funding other training opportunities for you?

YES NO

If so, please describe:

Please describe the benefits you expect to receive by attending the WMCA Annual Conference:

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 **December 19, 2008.**

Only **complete** applications submitted by
December 19, 2008 will be considered.