

MCEF is a diverse team of volunteers who are passionately committed to raising endowed dollars whose earnings help IIMC pursue its educational objectives.

CERTIFIED MUNICIPAL CLERKS (CMC) *Scholarship Criteria*

2005 - 2006 CERTIFIED MUNICIPAL CLERK Scholarships (CMC)

Applicants are invited to apply for 2005 - 2006 Municipal Clerks Education Foundation (MCEF) scholarships.

PURPOSE

To encourage professionalism of Municipal Clerks and Deputy Clerks (or related titles) by establishment of a scholarship program which would pay the registration fee up to \$300 for those whose municipality cannot fully pay the costs of participation in an accredited International Institute of Municipal Clerks (IIMC) Institute.

CRITERIA

The following criteria will guide awarding of scholarships:

- Applications must be postmarked no later than midnight **January 7, 2005**. Applicants are advised to ensure that the mailing envelope shows a dated postmark.
- Preference will be given to applicants who seek scholarship support to attend a first-year Institute. Applications for support at second-or third-year Institutes must be accompanied by evidence that the applicant completed the previous program(s). Preference will also be shown to applicants who have not received previous MCEF scholarship support.
- Applicants must be IIMC members in good standing. Membership fees must accompany the scholarship application if applicants are not presently IIMC members.
- Applicants must be a Municipal Clerk or Deputy Clerk (or related title) on the date of application.
- Applicants must submit a letter which indicates the municipality's commitment to grant time off to attend the Certification Program.
- Applicants must complete all sections of the application. Incomplete applications will automatically be rejected.

GENERAL INFORMATION

Scholarships will be paid directly to the individual on receipt of evidence from the

Institute verifying the recipient paid the required fee and attended the full required period of time.

Scholarships will be announced at the IIMC Conference in May. Applicants and Institutes will be notified promptly following the awards. Scholarships must be used between June 1, 2005 and May 31, 2006.

Most Institutes convene annually for one week, but some meet more than once a year for sessions of less than one week's duration. As long as the training meets the minimum hour requirement, Institute participants are qualified to receive scholarship payments. Scholarship payments will be made after the individual recipient completes the year's course of study.

For more information, contact IIMC's Education Department at 909/944-4162 or you can download the Application by visiting www.iimc.com, Foundation - Scholarship Application. E-mail: Jennifer Ward, Education Associate at Jward@iimc.com.