



## Washington Municipal Clerks Association Scholarship Guidelines

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### **GENERAL SCHOLARSHIP PROGRAM**

*As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage Washington Clerks to take advantage of educational opportunities, the general scholarship program was instituted to help with the cost of attending the WMCA Annual Conference.*

### **WMCA IS PLEASED TO OFFER GENERAL SCHOLARSHIPS TO THE FOLLOWING EVENTS:**

- **WMCA Spring Academy**
- **WMCA Annual Conference**
- **IIMC Advanced Academy or IIMC Conference**
- **WMCA Fall Academy**
- **WCMA Fall Education Days**

### **APPLICANT REQUIREMENTS:**

- Applicant must be an active member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must submit a letter from their immediate supervisor that:
  - Expresses support for the application; and
  - Expresses financial support needed, if applicable; and
  - Indicates a commitment to grant time to attend the training in its entirety.
- Scholarship recipients are expected to attend all sessions, complete a Knowledge Transfer Action Plan (KTAP) if applicable, and participate on the fundraising committee for the following year. Non-attendance or non-participation will result in ineligibility for future WMCA scholarships for the following three years.

### **GENERAL SCHOLARSHIP GUIDELINES:**

- ❖ Scholarships will be for **registration only**. First-time annual conference attendees are eligible to apply for three nights lodging at host hotel, in addition to conference registration, if noted on application form.
- ❖ WMCA Scholarships will be limited to two per entity, per WMCA fiscal year.
- ❖ Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.

- ❖ Scholarships shall be awarded within the limitation of available funds.
- ❖ Scholarships will be by reimbursement only. Attendees must register and pay for all applicable registration and/or lodging costs up front.

### **MARGERY PRICE SCHOLARSHIP PROGRAM**

*As part of the Washington Municipal Clerks Association (WMCA) efforts to encourage IIMC Certified Municipal Clerks to take advantage of continuing educational opportunities, a scholarship program was instituted in 1998. This scholarship program was renamed in 2001 to recognize the commitment and dedication of Margery Price to the education and professional development of clerks in Washington State and Region IX.*

The scholarships are intended to help pay registration costs for members who have already achieved their CMC (Note: You are still eligible for this scholarship if you have achieved both your CMC and MMC).

### **WMCA IS PLEASED TO OFFER SCHOLARSHIPS TO THE FOLLOWING EVENTS:**

- ***WMCA or IIMC Athenian Dialogues***
- ***IIMC Advanced Academy or IIMC Conference***
- ***Northwest Clerks Institute Professional Development IV***

### **APPLICANT REQUIREMENTS:**

- Applicant must be an active member in good standing of the Washington Municipal Clerks Association *and have achieved at least a Certified Municipal Clerk status*. A copy of your CMC or MMC Certification must be attached to the application.
- Applicant must submit a letter from their immediate supervisor that:
  - Expresses support for the application; and
  - Expresses financial support needed, if applicable; and
  - Indicates a commitment to grant time to attend the training in its entirety.
- Scholarship recipients are expected to attend the full session, and participate on the fundraising committee for the following year. Non-attendance or non-participation will result in ineligibility for future WMCA scholarships for the following three years.

### **MARGERY PRICE SCHOLARSHIP GUIDELINES:**

- ❖ Scholarships are for registration costs only\*.  
\*For NCI **Professional Development IV**, applicants may apply for a scholarship for either registration costs only **OR** base lodging.
- ❖ WMCA Scholarships will be limited to two per entity, per WMCA fiscal year.
- ❖ Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.
- ❖ Scholarships shall be awarded within the limitation of available funds.
- ❖ Scholarships will be by reimbursement only. Attendees must register and pay for all applicable registration and/or lodging costs up front.

## **NORTHWEST CLERKS INSTITUTE PD I, II, III, AND IV SCHOLARSHIP PROGRAM**

*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.*

### **WMCA IS PLEASED TO OFFER SCHOLARSHIPS TO THE FOLLOWING EVENTS:**

- ***Professional Development I***
- ***Professional Development II***
- ***Professional Development III***
- ***Professional Development IV***

### **APPLICANT REQUIREMENTS:**

- Applicant must be an active member in good standing of the Washington Municipal Clerks Association (applicant may join at the time of application).
- Applicant must submit a letter from their immediate supervisor that:
  - Expresses support for the application; and
  - Expresses financial support needed, if applicable; and
  - Indicates a commitment to grant time to attend the NCI session in its entirety.
- Scholarship recipients are expected to attend all sessions, complete a Knowledge Transfer Action Plan (KTAP) if applicable, and participate on the fundraising committee for the following year. Non-attendance or non-participation will result in ineligibility for future WMCA scholarships for the following three years.

### **NCI SCHOLARSHIP GUIDELINES:**

- ❖ For NCI **Professional Development I** session attendees are eligible for a scholarship for registration and lodging.
- ❖ For NCI **Professional Development II, III, and IV**, applicants may apply for a scholarship for registration costs only **OR** base lodging.
- ❖ WMCA Scholarships will be limited to two per entity, per WMCA fiscal year and will be firmly monitored.
- ❖ Scholarships are non-transferable. Scholarship recipients who are unable to utilize scholarship funds must notify the Scholarship Committee Chair immediately.
- ❖ Scholarships shall be awarded within the limitation of available funds.
- ❖ Scholarships will be by reimbursement only. Attendees must register and pay for all applicable registration and/or lodging costs up front.