



## **SCHOLARSHIP PROGRAM GUIDELINES**

### **Purpose**

The North Texas Municipal Clerks Association encourages professionalism and continuing education of Texas municipal clerks by administering a scholarship program that pays up to \$500 for travel and registration costs incurred while attending a seminar sponsored by the Texas Municipal Clerks Association, Inc., and/or Texas Municipal Clerks Certification Program. The Scholarship Committee reviews applications and approves or denies the requests.

### **Eligibility Requirements**

1. Applicant must be currently employed as a city clerk/secretary, assistant/deputy city clerk/deputy city secretary, or report to the city clerk/secretary.
2. Applicant must have been employed continuously for the past 24 months in the capacity of city clerk/secretary, assistant/deputy city clerk/deputy city secretary, or report to the city clerk/secretary.
3. Applicant must be a current (paid) member of the North Texas Municipal Clerks Association.
4. Applicant must have attended a minimum of 4 NTMCA chapter meetings in the last 12 months
5. If awarded a scholarship applicant agrees to serve on a NTMCA Committee for the next year provide an article for the newsletter , or be a speaker for a meeting to recap the information learned at the conference or seminar.

### **Application Requirements**

1. Applicant must submit the prescribed application including financial need, and how educational and professional goals will be enhanced by completion of the seminar, along with a commitment letter.
2. Scholarship funds shall be reimbursed directly to the applicant upon presentation of receipts. Alternative payment/reimbursement may be considered on a case-by-case basis.
3. The application must be received by the deadline date of May 1. Mail to Chairman of the Alyce Deering Scholarship Fund as shown on the application form.

### **Limitations**

One or more scholarship(s) may be awarded each fiscal year. If a scholarship is awarded in June of each year, the recipient shall use the scholarship by the end of the calendar year following the year in which the scholarship is awarded. (For example: If the scholarship is awarded in June 2017, it must be used by December 31, 2018.)

### **Action by Scholarship Committee**

As soon as possible after the May 1 deadline, the chair of the Scholarship Committee shall submit a report to the President of the North Texas Municipal Clerks Association naming the recipient(s). The recipient(s) will be announced and recognized at the June meeting. Before the June meeting, the Secretary of the NTMCA will send a letter to applicants not receiving a scholarship advising of the outcome of the award and encouraging future application for a scholarship. The NTMCA President will send a congratulatory letter to the recipient during the month of May advising of the award and announcement at the June meeting of NTMCA.