

FACC Active Member for ____ year(s). Are you currently serving as: ____ Chair ____ Member Name of Committee(s): _____	IIMC Active Member for ____ year(s). Are you currently serving as: ____ Chair ____ Member Name of Committee(s): _____
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Have you attended or completed any of the following:

See attached Scholarship Criteria

Summer Academies within the last 3 years? ____ Yes ____ No

Fall Academies within the last 3 years? ____ Yes ____ No

If yes, to any above, did you pay for your own expenses? ____ All ____ Partial ____ None

Have you ever been awarded a scholarship by PBCMCA? ____ Yes ____ No
 If yes, enter date awarded _____

What level of CMC have you completed? ____ 1st ____ 2nd Year ____ 3rd Year
 Date CMC Obtained: _____
 Year

What level of MMC have you completed? ____ 1st ____ 2nd Year or more
 Date MMC Obtained: _____
 Year

Is funding for education and/or conferences available from your municipality? ____ Yes ____ No

Have you applied to your municipality for funds for other education, conferences, meetings, travel, etc? ____ Yes ____ No

If yes, list name of class/conference and funds for each:

Name of Class/Conference	Funds
Name of Class/Conference	Funds
Name of Class/Conference	Funds

Briefly explain your goals as a Municipal Clerk/Deputy Clerk:

Briefly describe how attending the academy will benefit you and your municipality:

The following information MUST be attached as part of this application:

Written evidence attached to the application that his/her immediate supervisor has authorized time off to attend the FACC Fall Academy or Summer Academy in the event a scholarship is awarded; in addition, that his/her municipality cannot fund the expense of attending the FACC Fall Academy or Summer Academy or has allocated only partial funding. If the applicant is underwriting the attendance, then that should be explained as well.

I DO HEREBY ATTEST THAT I MEET THE CRITERIA AS OUTLINED FOR SCHOLARSHIP TO THE ABOVE DESCRIBED EDUCATIONAL EVENT, AND THE INFORMATION SUBMITTED IN AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature

Date

Submit one application for each type of scholarship.
Mail or Email by the deadline to the Scholarship Chairperson.



PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION

SCHOLARSHIP CRITERIA

Criteria No.	Description of Scholarship Criteria
1.	Applicant must be a Municipal Clerk, Deputy Clerk, Clerk of Council, or Secretary/Clerk employed by a municipality performing duties commensurate to the duties performed by a Municipal Clerk in Palm Beach County.
2.	First year CMC applicants must be an Active member in good standing with the Palm Beach County Municipal Clerks Association for a period of at least six (6) months prior to the application submittal and have an 80% attendance rate at PBCMCA meetings. Second- and third-year CMC Applicants must be an active member for at least one (1) year with an 80% attendance rate at PBCMCA meetings and have served at least one (1) year on a PBCMCA Committee. MMC Applicants must be an active member for at least three (3) years with an 80% attendance rate at PBCMCA meetings and have served for three (3) consecutive years on a PBCMCA Committee.
3.	Applicant must be actively pursuing CMC or MMC designation. Preference shall be given to those applicants pursuing their CMC designation.
4.	Applicant must provide written evidence attached to the application that his/her immediate supervisor has authorized time off to attend IIMC approved education in the event a scholarship is awarded.
5.	Applicant must acknowledge that any awarded funds are to be used solely for the purpose of paying the registration fee to attend the event listed on the application. The total scholarship award shall not exceed the registration fee per individual or shall be based on the current budgetary funding amount that is approved by the membership.
6.	Applications for the FACC Summer Academy must be received by the Scholarship Committee Chairperson no later than the 1 st Monday in April. Applications for the FACC Fall Academy must be received no later than the 1 st Monday in August. In the event of a lack of applications, the deadline may be extended at the discretion of the Scholarship Committee. For all other IIMC approved education such as mini-academies, webinars, etc., or FRMP conferences, the application shall be due upon the deadline set by the Scholarship Committee Chairperson.
7.	Applicants may apply for a scholarship to attend IIMC approved education, if budget continues to provide for Scholarship funding. Any Scholarship Award shall be solely based on the Committee's fundings and decision.
8.	Application acknowledges that in order to receive reimbursement, the entire coursework must be completed, and the applicant must maintain the required criteria at the time of attendance.
9.	Applicant must be a high school senior enrolled in school and provide proof of enrollment in Palm Beach County such as letter from school registrar's office or guidance department, etc.
10	Applicant must be a municipal clerk who is an active member in good standing with the Association and meet the attendance requirement outline in the policies and procedures.



PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION

11.	Applicant must be an active employee in a Municipal Clerk's Office, provide of employment and a letter of support.
12.	Applicant can be an immediate relative (parent, son, daughter, or sibling) of a municipal clerk, or a staff member employed in a Municipal Clerk's Office. Proof of kinship is required.
13.	Applicant must provide proof of acceptance letter, enrollment in college, university or trade school.
14.	Failure to meet and maintain the application criteria and/or submit a complete application, including supporting documentation, may result in disqualification.