



Population of municipality you serve: \_\_\_\_\_

Elected: \_\_\_\_\_ Appointed: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Number of completed hours for MRCC Certification: \_\_\_\_\_

Have you applied to your municipality for funds to attend the Educational Institute?

Yes \_\_\_\_\_ No \_\_\_\_\_

Explain the action taken on your request and by whom (See Guidelines attached - #4).

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Include with this application a letter of support or commitment from the Mayor, City Administrator, City Manager or City Council (Check the list of guidelines below).

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(Signature) (Date)

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**Submit your application on or before the 31<sup>st</sup> day of October to the Scholarship Committee Chairperson**

## CCFOA SCHOLARSHIP GUIDELINES:

The following criteria shall be considered by the Scholarship Committee and judged according to the information provided. Applications must be submitted and reviewed on a year-to-year basis. Scholarship will pay for the Spring Institute registration, ½ of lodging and travel expense with a total not to exceed \$500. Receipts to be furnished to the Division Treasurer with any excess funds returned to the Division treasury.

1. Applicant must be a member in good standing of the Missouri City Clerks and Finance Officers Association as well as the Central Division of the Missouri City Clerks and Finance Officers Association. (All dues must be paid prior to attending the spring institute conference.)
2. Applicant must be a City Clerk, City Treasurer, City Collector, Finance Officer or hold a similar position.
3. The Scholarship Chairman must receive applications no later than October 31st.
4. Applicant must have requested his/her municipality to underwrite schooling financially and been denied funding either by the Mayor, City Administrator, City Manager or City Council.
5. Applicant must submit a letter from the Mayor, City Manager, City Administrator or Council expressing support of the application and indicating a commitment to grant time off to attend the educational institute.
6. Attach a statement giving reasons for attendance and what it will mean to work toward certification, participating in a continuing education program.

### Scholarship Committee:

Chairman: Kathy Colvin, MRCC, City of Centralia

[kathy@CENTRALIAMO.ORG](mailto:kathy@CENTRALIAMO.ORG) – Ph. 573.682.2139

Diann Warner, CMC/MRCC, City of Osage Beach

[dwarner@osagebeach.org](mailto:dwarner@osagebeach.org) – Ph. 573.302.2000 X230

Donna Barnes, CMC/MRCC, City of Mexico

[cityclerk@socket.net](mailto:cityclerk@socket.net) – Ph. 573.581-2100

Please mail application to:

Kathy Colvin

City of Centralia

114 S. Rollins

Centralia, MO 65240

Phone: 573/682-2139 / Fax: 573/682-5956

Check the sites below for current information:

State MoCCFOA

<http://www.mocccfoa.org/>

Central Division CCFOA

<http://www.centralmocityclerks.org/>