



# APPLICATION FOR ALTERNATIVE SCHOLARSHIP PROGRAM

CCAC Nuts & Bolts  
MMC (1-Day) Academy Sessions  
IIMC Online Learning Institute Courses  
New Laws and Election Seminar

**PLEASE COMPLETE:**

1. Name (last, first): \_\_\_\_\_

2. Title: \_\_\_\_\_

3. City of \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. CCAC Member since: \_\_\_\_\_ (month/year)

5. Number of Service Years as City Clerk, Assistant City Clerk, Chief Deputy or Deputy City Clerk (see criteria & attach separate page if necessary)

Local Government Positions Held	Municipality	From	To

6. Does your City Budget include funding for your education conferences, travel, training, etc? Yes  No   
If so, how much? \_\_\_\_\_

7. Current Membership in professional organizations:

CCAC Yes  No  Number of Years \_\_\_\_\_  
IIMC Yes  No  Number of Years \_\_\_\_\_

8. Currently enrolled in or pursuing Certification? Yes  No

Certified Municipal Clerk (CMC)  Date of Certification (mo/yr) \_\_\_\_\_

Master Municipal Clerk (MMC)  Date of Certification (mo/yr) \_\_\_\_\_

Expected Date of Certification \_\_\_\_\_

I understand my application will be evaluated by a subcommittee of the CCAC Professional Development Representatives and may then be submitted to the CCAC Board for final approval. I hereby attest that the information submitted on this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN COMPLETED APPLICATION TO:**  
Joann Tilton, CCAC Professional Development Director  
c/o City of Manteca City Clerk's Office  
1001 W. Center St.  
Manteca, CA 95337

## ALTERNATE SCHOLARSHIP PROGRAM CRITERIA

1. **Applicant must be a full time Municipal Clerk or Deputy Clerk and have a minimum of one year service as an appointed or elected Municipal Clerk, Assistant, Chief Deputy, Deputy, or Clerk performing the duties commensurate to duties performed by a Municipal Clerk in any city in the State of California.**
2. **Applicant must be a member in good standing of CCAC for one year at the time of attendance of the educational session.**
3. **Scholarship applications will be considered and scholarships awarded based on the following applicant criteria:**
  - a) **Those who are members in good standing of CCAC and IIMC and actively pursuing their CMC or MMC;**
  - b) **The applicant's number of service years as a full-time City Clerk;**
  - c) **The applicant's number of service years as a full-time Assistant, Chief Deputy, Deputy City Clerk, or Clerk as described above;**
  - d) **Applicant's municipality has not provided full funding or allocated only partial funding for travel, training, conferences, etc. in the municipality's budget.**
4. **Awards will be granted on a FIRST COME, FIRST SERVE basis. A limit of one scholarship per person per fiscal year, not to exceed \$300, will be awarded.**
5. **Scholarship funds may only be used for the CCAC Nuts & Bolts Workshop, MMC Academy sessions (similar to one-day academy sessions held prior to CCAC Annual Institute), IIMC Online Learning Institute courses, or New Laws and Election Seminar.**
6. **If an attendee is unable to attend the educational session for which the scholarship was granted, the scholarship may be utilized at another approved educational session held within the same fiscal year.**
7. **The deadline for submitting an application is May 1.**
8. **Attendees will pay in advance for their educational session. After verification that the educational session is completed and a receipt is submitted to the Chair of the Alternative Scholarship Committee, the Chair will notify the Professional Development Director and the CCAC Treasurer. The CCAC Treasurer will reimburse the attendees or their cities directly, as appropriate, for a scholarship in an amount up to \$300.00.**

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