



SCHOLARSHIP APPLICATION

Technical Track for Clerks - TTC
CEPO Leadership Track for Clerks – CEPO/LTC
CEPO Master Municipal Clerk Academy – CEPO/MMCA

PLEASE PRINT OR TYPE

1. Name (last name first): _____

2. Title: _____

3. Business Address _____

City _____ zip code _____

Municipality _____

Direct Phone: _____ ext. _____ email: _____

4. Number of prior LTC sessions attended _____ Number of prior MMC sessions attended _____

Number of prior TTC sessions attended _____

5. Have you received a scholarship before?

No Yes If yes, what year? _____ What session? _____

6. Division: Northern Central Southern

7. CCAC member since: _____
(month/year)

8. Offices held in IIMC, CCAC, or Division

9. Served on the following Committees (identify if IIMC, CCAC or Division):

10. Check the appropriate box for the session you are applying for:

November 1st Deadline	
<input type="checkbox"/>	February MMCA Session
<input type="checkbox"/>	March TTC Session
<input type="checkbox"/>	June TTC Session

June 1st Deadline	
<input type="checkbox"/>	August LTC
<input type="checkbox"/>	September TTC
<input type="checkbox"/>	

If awarded, the scholarship should be paid to the order of _____

PLEASE COMPLETE THE FOLLOWING POINT STRUCTURE FOR YOUR APPLICATION:

POSITION: Minimum of one year required. Circle only one in this category:

- A. City Clerk
Assistant City Clerk serving under a City Manager with title of City Clerk.
Chief Deputy City Clerk serving under a City Manager with title of City Clerk
Deputy City Clerk serving under a City Manager with title of City Clerk
(35 points) _____
- B. Deputy or Assistant City Clerk (25 points) _____
- C. Any position other than above (20 points) _____

INSTITUTE SESSIONS ATTENDED (INSTITUTES ARE TTC AND LTC ONLY)

Select only one category only

- A. Two or more – 30 points _____
- B. One – 25 points _____
- C. None – 0 points _____

OTHER ITEMS

- A. 1 point per year for CCAC membership (maximum 15 points) _____
- B. 1 point per year for IIMC membership (maximum 5 points) _____
- C. 1 point per year for officer in Division or State (maximum 10 points) _____
- D. 1 point for each State Conference attended (maximum 10 points) _____

TOTAL OF ALL POINTS _____

**SEND APPLICATION TO: Joann Tilton, MMC
CCAC Professional Development Director
City Clerks Association of California
c/o 1001 W. Center St., Manteca, CA 95337
Fax: 209-923-8960**

I hereby submit this application for scholarship funding available for CCAC. I understand my application will be evaluated by the Professional Development Committee, based on scholarship policy established by CCAC. The information supplied hereon is true and correct to the best of my knowledge.

Signature

City

To be completed by Professional Development Director

Date received: _____ **Sent to Division on:** _____

Granted on: _____ **Denied:** _____

Explanation for Denial _____

APPENDIX III - INSTITUTE SCHOLARSHIP POLICY
CEPO LEADERSHIP TRACK FOR CLERKS (LTC)
CEPO MASTER MUNICIPAL CLERK ACADEMY – CEPO/MMCA
TECHNICAL TRACK FOR CLERKS (TTC)

The criteria for award of scholarships by the City Clerks Association of California (CCAC) are as follows:

1. Applicant must be a member of CCAC for one year at the time of attendance at the LTC or TTC training session.
2. Applicant must have attained a minimum of 30 points. If there is a tie in points, tie breaker factors will include the length of CCAC membership, seniority of position held, length of municipal service, and professional organization activity.
3. Scholarships will be distributed to those with the highest number of points, and then in descending order.
4. A limit of one scholarship per person per fiscal year (CCAC's Fiscal Year is November 1-October 31) will be awarded unless uncommitted monies remain for such requested second scholarship. Only one scholarship shall be awarded for each MMCA level.
5. Scholarships will be awarded up to 33% of the total cost (rounded to the nearest \$5 figure).
6. If an awardee is unable to attend the session for which the scholarship was granted, the scholarship may be utilized at another session held within the same fiscal year (CCAC's Fiscal Year is November 1-October 31).
7. Deadlines for submitting applications are November 1 for the February, March, and June sessions, and June 1 for the August and September sessions.
8. Attendees will pay in advance for that portion which will be paid by CCAC. The Institute Directors will verify attendance at the sessions and notify the Professional Development Director. The Professional Development Director will notify the Professional Development Representatives and the CCAC Treasurer. The CCAC Treasurer will reimburse the attendees or their cities, as appropriate, directly for scholarships.
9. CCAC forwards all applications to the appropriate division for consideration of a scholarship from the division. This application is the only application that is approved by the CCAC Executive Board for scholarship consideration from the State and Division levels.

MAIL, EMAIL, OR FAX YOUR APPLICATION TO STATE PROFESSIONAL DEVELOPMENT DIRECTOR ONLY. A COPY WILL BE SENT TO YOUR DIVISION PRESIDENT FOR YOU. THIS WILL AVOID DUPLICATION AND CONFUSION.

Mail to: Joann Tilton, MMC
CCAC Professional Development Director
City Clerks Association of California
c/o 1001 W. Center Street, Manteca, CA 95337
Fax: 209-923-8960

***Note: If you fax or email your application, there is no need to forward a copy via mail.**