



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 _____

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 St., Manteca, CA 95337-4302
Fax: 209-825-2333 or jilton@ci.manteca.ca.us

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