



EXECUTIVE BOARD POLICIES

Title	SCHOLARSHIPS	
Number	111	
Dates	<i>Adopted: 12/05/2014</i>	<i>Revised: 6/29/2020</i>

1. POLICY STATEMENT AND PURPOSE

To offer scholarship assistance so all members have more opportunities to participate in education and training offerings. The purpose of these scholarships is to further the membership's achievement towards CMC and MMC status through the International Institute of Municipal Clerks (IIMC).

This policy provides the rules for scholarship submittal and rules for awarding each of the major scholarships offered by CCAC.

2. SCOPE

This policy shall apply to all Association members for each of the major scholarships offered by the Association.

3. DEFINITIONS

Institute Scholarship Program:

- MASTER MUNICIPAL CLERK ACADEMY (MMCA)
- TECHNICAL TRAINING FOR CLERKS (TTC)

Education Course Scholarship Program:

- CCAC NUTS & BOLTS SEMINARS
- MMC (1-DAY) ACADEMY SESSIONS
- IIMC ONLINE LEARNING WEBINAR COURSES
- ATHENIAN DIALOGUES
- CCAC ANNUAL CONFERENCE
- LEAGUE OF CALIFORNIA CITIES NEW LAW AND ELECTIONS SEMINAR

4. RESPONSIBILITY

The CCAC Professional Development Director oversees all aspects of the Scholarship Program.

5. SCHOLARSHIP POLICIES AND PROCEDURES

5.1 Applications

Scholarship applications shall be submitted to the Professional Development Director, or designee, through the online application process, or by email. Deadlines for submitting applications are November 1 for educational offerings held January through June (Round II) and June 1 for educational offerings held July through December (Round I).

The Professional Development Committee shall review and award each round of scholarships. The Professional Development Director shall provide the committee with a spreadsheet of the ranking of scholarship applicants using the following criteria.

5.2 Scholarship Procedures and Criteria

A limit of one Institute Scholarship and one Education Course Scholarship will be granted per person, per fiscal year (July 1– June 30), unless uncommitted monies remain for such requested additional scholarship.

In order to support the IIMC recognized State Institutes, and state educational programs, scholarships are not granted to attend out-of-State IIMC accredited programs, with the exception of the online IIMC Learning Webinar courses.

Applicants must be members of CCAC in good standing at time of application and attendance of the educational session.

Scholarships will be distributed to those with the highest number of points and then in descending order. Applicants must attain a minimum of 30 points.

If there is a tie in point totals between applicants, tie-breaking factors will be used in this order: the length of CCAC membership, seniority of position, order of application received.

The Professional Development Committee awards scholarships up to the authorized individual award amount and within the budget established by the CCAC Board, based on the Board's adopted policy.

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 July 1-June 30).

Attendees will pay in advance for their registration to attend the educational offering, and will be issued the scholarship upon confirmation of completion of the course. The Institute Directors and Education Course Trainers will verify attendance and will notify the Professional Development Director. The Professional Development Director will then notify the CCAC Treasurer who will process the scholarship payment to the awardee or their agency, as appropriate.

6. INSTITUTE SCHOLARSHIPS

The additional procedures and criteria for award of Institute scholarships by CCAC are as follows:

- 6.1 Scholarships may be used for registration costs for Technical Training for Clerks (TTC) or the Master Municipal Clerk Academy (MMCA) Institutes, and will be awarded in an amount determined at the discretion of the Professional Development Committee.
- 6.2 Points will be awarded for attendance at previous Institutes and for participation as a CCAC Officer or Committee Member. TTC applicants will receive point credit for prior TTC sessions attended only. MMCA applicants will receive point credit for prior MMCA sessions attended only.
- 6.3 At its discretion, the Professional Development Committee may provide full registration scholarships if sufficient funds are available.

6.4 Institute Point Determination Schedule

30 Points Minimum is required.

POSITION: Minimum of one year required.	POINTS
<ul style="list-style-type: none"> 1. City Clerk, Chief City Clerk 2. Chief Deputy City Clerk, Deputy City Clerk, or Assistant City Clerk serving under a City Manager with title of City Clerk 3. Chief Deputy City Clerk, Deputy City Clerk or Assistant City Clerk serving under a ceremonial elected City Clerk 	35
Deputy or Assistant City Clerk	25
Any Position Other Than Above	20

INSTITUTE SESSIONS ATTENDED	POINTS
Two or more	15
One	10
None	0

OTHER ITEMS	POINTS
1 Point Per Year for CCAC Membership (Maximum 15 Points)	15
1 Point Per Year for IIMC Membership (Maximum 5 Points)	5
1 Point Per Year for CCAC Board or Committee Member (Maximum 10 Points)	10

7. EDUCATION COURSE SCHOLARSHIP PROGRAM

The additional procedures and criteria for award of Education Course scholarships by CCAC are as follows:

7.1 Scholarships will be awarded up to \$300 and may be used for the registration costs for CCAC Annual Conference, IIMC Online Learning Webinar courses and New Law and Elections Seminar, or for the registration, lodging and bona fide travel costs to attend CCAC Nuts & Bolts Workshops, 1-day MMC Academy sessions and Athenian Dialogues.

7.2 Points will be awarded for actively pursuing certification and/or lack of Agency-provided funding for education

7.3 Education Course Point Determination Schedule

30 Points Minimum is required.

POSITION: Minimum of one year required.	POINTS
1. City Clerk, Chief City Clerk 2. Chief Deputy City Clerk, Deputy City Clerk, or Assistant City Clerk serving under a City Manager with title of City Clerk 3. Chief Deputy City Clerk, Deputy City Clerk or Assistant City Clerk serving under a ceremonial elected City Clerk	35
Deputy or Assistant City Clerk	25
Any Position Other Than Above	20

OTHER ITEMS	POINTS
1 Point Per Year for CCAC Membership (Maximum 15 Points)	15
1 Point Per Year for IIMC Membership (Maximum 5 Points)	5
Points for Actively Pursuing Certification (Maximum 10 Points)	10
Lack of Agency provided funding for education	5

8. CCAC ANNUAL CONFERENCE SCHOLARSHIP POLICY AND PROCEDURES

Scholarships are awarded for attendance at the CCAC Annual Conference. Three scholarships are awarded, one each from the Northern (Regions 1, 2, 13, 14, 15, and 16), Central (Regions 3, 4, 5, and 12) and Southern (Regions 6, 7, 8, 9, 10, and 11) parts of the state.

The Immediate Past President is responsible for awarding the CCAC Annual Conference scholarships. The Immediate Past President shall notify CCAC members of the application period and provide the application.

The Immediate Past President will review the applications and select the recipients from the Northern, Central and Southern part of the state. The Immediate Past President is given the discretion to set the application deadline date for a date certain in the month of March of each year. All applicants shall be informed of the scholarship award in the month of March. The Immediate Past President shall also inform the CCAC Treasurer and President of the scholarship recipients.

Payment will be made to the awardee following the conference and upon submittal of receipts of expenditures. The CCAC Treasurer shall notify the scholarship recipient of additional specifics related to the award of scholarship including reimbursement process.

8.1 Criteria for Award of Scholarship:

1. Applicant must be a City Clerk, Deputy, Chief Deputy of Assistant Clerk if City Manager or ceremonial elected Clerk serves as City Clerk, or a Board Clerk or District Clerk
2. Applicant must have not attended a previous CCAC Annual Conference
3. Applicant's organization must have limited City funds available for attendance
4. Applicant must be a current CCAC member in good standing

8.2 The following expenses are covered by the CCAC Annual Conference Scholarship:

1. Conference Registration
2. Hotel for two nights - shared accommodations are encouraged
3. Transportation in an amount not to exceed \$200

9. POLICY HISTORY

This policy was amended 06/2011, 4/2013

10. REFERENCE

Attachments:

1. Scholarship Application last amended 2/28/2019
2. Annual Conference Scholarship Application, last amended 06/2011