

## OMCTFOA NATIONAL CONFERENCE SCHOLARSHIP

The Oklahoma Municipal Clerks, Treasurers and Finance Officials Association is offering one (1) full scholarship to attend one of the following national conferences: the **International Institute of Municipal Clerks (IIMC)**, the **Association of Public Treasurers of the United States and Canada (APT US&C)**, or the **Government Finance Officials Association (GFOA)**.

**Eligibility requirement for this scholarship are as follows:**

1. Must currently hold a municipal office as defined by Article II, Section 1.A of the OMCTFOA Bylaws.
2. Must have been a member of the OMCTFOA two (2) consecutive years and hold a current membership.
3. Must have completed at least fifty-percent (50%) of the requirements for graduation from the Clerks or Treasurers Institute OR hold a Certified Municipal Clerk or Certification Public Finance Administrator designation OR be eligible for testing for certification by GFOA.
4. Preference will be given to the applicants that have not previously received this scholarship.
5. Must complete the attached application form and return it to OMCTFOA by the deadline stated below.

The Scholarship Application Review Committee of the OMCTFOA Board of Directors will review all applications received.

Conference Dates for each year will be listed on the website and on facebook.

Scholarship applications must be received **on or before January 1 of each year.**

All applications must be **received by mail or e-mail and postmarked** by the deadline date.

Mail completed applications to: OMCTFOA Scholarship Committee

*OMCTFOA Scholarship Committee  
c/o OMAG  
3650 South Boulevard  
Edmond, OK 73013-5581*

**OMCTFOA Board contacts listed on OMCTFOA.com**

# OMCTFOA NATIONAL SCHOLARSHIP

## MISSION STATEMENT

It is the intent of the Oklahoma Municipal Clerks, Treasurers and Finance Officials Association (OMCTFOA) and its Board of Directors to offer one scholarship per year to the International Institute of Municipal Clerks (IIMC) Annual Conference, the Association of Public Treasurers of the United States and Canada (APT US&C) Annual Conference, or the Government Finance Officials Association (GFOA) Annual Conference. The Association offers this scholarship in hopes of enhancing professionalism and educational opportunities among Oklahoma's municipal clerks, treasurers and financial officials by promoting membership in both the state organization and the national/international associations.

It is the intent of the Board of OMCTFOA to offer this scholarship annually in full or in part as funding allows. The Board, pursuant to its determination of availability, will make their recommendation to the membership at the OMCTFOA Annual Business Meeting each year.

## SCHOLARSHIP DEFINED

The Board of Directors of OMCTFOA has adopted a "Travel Policy" and in it the following items of expense shall be deemed to be costs covered by the scholarship. However, in the unlikely event that the travel policy and the items listed below are in conflict, the travel policy will supersede.

1. Basic conference registration fee and, if necessary, first year IIMC, APT US&C, GFOA, or Institute membership fee.
2. Round-trip transportation
  - a. Actual expense for public carrier (not first-class) OR
  - b. Mileage paid for personal vehicle use at the current IRS mileage allowance rate. However, in no case shall the mileage reimbursement exceed the cost of transportation by public carrier as defined in Item B1.
3. Transportation while at the conference.
  - a. All reasonable and necessary transportation costs.
4. Lodging
  - a. Room accommodations at host's designated lodging.
  - b. Recipient may choose other accommodations but will be reimbursed only at the rate of the accommodations chosen by the host, or for actual expenses incurred, whichever is the lesser amount.
5. Meals
  - a. Reimbursement will be made for the actual amount claimed up to \$7 for breakfast, \$11 for lunch and \$23 for dinner.

## SCHOLARSHIP APPLICATION REVIEW COMMITTEE

There is hereby appointed by the current OMCTFOA President a Scholarship Committee. It shall be the responsibility of this committee to receive and review all applications for this Scholarship and make sure they meet the criteria set forth. Upon completion of its review, the Committee shall by a majority vote, select the scholarship recipient. The Committee shall also select a first and second alternate. All decisions of the Committee shall be final.

The Committee shall consist of the OMCTFOA Past President and the two most recent national conference scholarship recipients who are still active in the Association. Any vacancies on the Committee that cannot be filled as described shall be filled by appointment of the President.

**The Committee cannot award a scholarship to any of its committee members.**

OMCTFOA  
NATIONAL CONFERENCE SCHOLARSHIP APPLICATION

NAME \_\_\_\_\_  
(Last) (First) (MI)

TITLE \_\_\_\_\_

EMPLOYED BY \_\_\_\_\_  
(Municipality)

MAILING ADDRESS \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

TELEPHONE Work (\_\_\_\_\_) \_\_\_\_\_ Home/Cell (\_\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Annual Conference for which you are applying:     IIMC                     APT US&C                     GFOA

Which of the following state organizations are you a member?

OMCTFOA \_\_\_\_\_                    OAPT US&C \_\_\_\_\_                    GFOAO \_\_\_\_\_

Does your municipality provide funding for attendance of the IIMC, APT US&C or GFOA Annual Conference? If yes, what expenses are paid by your municipality?

\_\_\_\_\_

Have you previously attended any IIMC, APT US&C or GFOA Annual Conference? \_\_\_\_\_

If yes, please list dates attended: \_\_\_\_\_

On a separate sheet of paper, in approximately 250 words, explain how attending one of these annual conferences will enhance your municipal professionalism. **(Required)**

Please attach copies of the following documents:

1. Clerks and Treasurers Institute transcript or CMC or CPFA verification
2. Letter from your municipality approving your availability to attend.

I, \_\_\_\_\_, do hereby certify that the information contained in this application is true and correct to the best of my knowledge and understanding. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Complete and return to:

\_\_\_\_\_ Applicant Signature

*OMCTFOA Scholarship Committee  
c/o OMAG  
3650 South Boulevard  
Edmond, OK 73013-5581*

**Application due on or before January 1.**

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