



OMCTFOA INSTITUTE/ACADEMY SCHOLARSHIP APPLICATION

The Oklahoma Municipal Clerks, Treasurers and Finance Officials Association is currently offering three (3) full scholarships for attendance at the annual Oklahoma Municipal Clerks Institute, the Oklahoma Municipal Treasurers Institute or the Oklahoma Master Municipal Clerks Academy.

Basic eligibility requirements for this scholarship are as follows:

1. Must currently hold a municipal office as defined by Article II, Section 1.A of the OMCTFOA by-laws.
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 Certified Public Finance Administrator designation OR be eligible for testing for certification by GFOA.
4. Preference will first 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 below stated deadline.

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

Please go online or on facebook for the next Institute and Academy dates.

Scholarship applications must be postmarked **on or before January 1** to be considered.

Mail completed applications to:

OMCTFOA Scholarship Committee
C/O OMAG
3650 South Boulevard
Edmond, OK 73013-5581

OMCTFOA Board contacts listed on OMCTFOA.com

OMCTFOA INSTITUTE/ACADEMY SCHOLARSHIP MISSION STATEMENT

It is the intent of the Board of Directors for the Oklahoma Municipal Clerks, Treasurers and Finance Officials Association (OMCTFOA) to offer **three (3) scholarships per year** to the annual Oklahoma Municipal Clerks Institute, the Oklahoma Treasurers Institute or the Oklahoma Master Municipal Clerks Academy. The Board offers these scholarships in the hope of enhancing professionalism and educational opportunities among Oklahoma's Municipal Clerks, Treasurers and Finance Officials while promoting membership in both the state organizations and the national or international associations.

While it is the intent of the Board to offer these scholarships annually, the Board is also aware that it may be inadvisable, from time to time, to fund the scholarships either in full or in part. Therefore, the Board shall, pursuant to its determination of availability, cause that determination to be announced at the annual business meeting for the Association.

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):

- A. Basic conference fee and, if necessary, first year Institute membership fee
- B. Round-trip transportation
 1. Actual expense for public carrier (not first-class) OR
 2. Mileage paid for personal vehicle use at the current IRS mileage allowance rate. However, in no case shall mileage reimbursement exceed the cost of transportation by public carrier as defined in Item B1
- C. Transportation while at conference
 1. All reasonable and necessary transportation costs
- D. Lodging
 1. Room accommodations at host's designated lodging
 2. Recipient may choose other accommodations but will be reimbursed only at the rate of the accommodations chosen by the host, or for actual expense incurred, whichever is the lesser amount
- E. Meals
 1. Reimbursed on a per diem basis as designated by the IRS Meal Allowance Table

SCHOLARSHIP APPLICATION REVIEW COMMITTEE

There is hereby appointed by the current President a Scholarship Application Review Committee. It shall be the responsibility of this committee to receive and review for suitability, all applications in accordance with the guidelines prescribed by the document entitled, "OMCTFOA Institute/Academy Scholarship Announcement".

Upon completion of its review, the Committee shall, by majority vote, select the scholarship recipients. The Committee shall also select a first and second alternate scholarship recipient. 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 shall be appointment by the President.

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

OMCTFOA INSTITUTE/ACADEMY SCHOLARSHIP APPLICATION

NAME: _____
(Last) (First) (M.I.)

TITLE: _____ YEARS OF SERVICE (Yrs/Mos) _____

EMPLOYED BY: _____
(City/Town/Municipality)

MAILING ADDRESS: _____
(Street Address) (City) (State) (Zip)

TELEPHONE: _____

EMAIL ADDRESS: _____

Are you a current member of any of the following state organizations?

OMCTFOA _____ OAPT US&C _____ GFOAO _____

Does your municipality provide funding for attendance of the institute and/or academy? If yes, what expenses are paid by the municipality?

On a separate sheet of paper, in 250 words or less, 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_____.

Applicant's Signature

Complete and return to:

OMCTFOA Scholarship Committee
C/O C/O OMAG
3650 South Boulevard
Edmond, OK 73013-5581

OMCTFOA Board contacts listed on OMCTFOA.com

Application must be postmarked on or before January 1 to be eligible for review.