

UTAH MUNICIPAL CLERKS ASSOCIATION SCHOLARSHIP APPLICATION

Name of Municipality_____

Name of Recorder/Clerk/Deputy_____

Full Address_____

Phone _____ Email _____ Population_____

The conference you wish to attend: _____Institute/Academy _____Annual Conference

I am requesting: ☐ Registration ☐ Lodging ☐ Registration & Lodging

(Initial & Complete)

____ I am a duly appointed: ☐ Recorder ☐ Clerk ☐ Deputy

____ I am an active member of UMCA.

____ I have never attended: ☐ Institute/Academy ☐ Annual Conference

____ I am currently working on my: ☐ CMC ☐ MMC

____ My city/town is unwilling or unable to fund the training.

____ I understand expenses for food (per diem) will be my responsibility, or will be paid by my municipality.

____ I understand I will be responsible for all paperwork, registration and reservations for the training and lodging. (UMCA will only reimburse the cost of the least expensive sponsor hotel.)

____ I understand UMCA will reimburse my city/town for registration fees associated with Institute/Academy. If awarded a scholarship for the UMCA Annual Conference, UMCA will cover the registration fee.

____ I have attached my municipality's Consent Form signed by the Mayor or City Manager.

Please attach a separate sheet and include a 250-to 500-word article on a best practice, unique project, or other program implemented in your organization, and why it is important that you attend this conference or I/A.

Signature of City Recorder/Clerk/Deputy_____ Date _____

**UTAH MUNICIPAL CLERKS ASSOCIATION
SCHOLARSHIP APPLICATION**

MUNICIPALITY'S CONSENT FORM

The City/Town of _____ does hereby grant approval for
_____, Recorder, Clerk or Deputy to attend the
Institute/Academy_____ Annual Conference_____ to be held in/at _____
on _____.

(Must Complete)

_____ Our Recorder, Clerk or Deputy has submitted a written request to the City/Town
for funding for training. However, at this time:

_____ Full funding is requested for registration for Institute/Academy or Annual
Conference.

_____ Full funding is requested for lodging.

_____ The City/Town/Individual will pay the remaining cost of per diem, lodging, etc.

_____ I understand that UMCA will reimburse the City/Town/ Individual for the cost of
registration only. If a lodging scholarship is requested, arrangements will be coordinated
through the UMCA treasurer.

Signature: _____ Date: _____

Title: _____ Attest: _____
Mayor / City Manager *Recorder/Clerk/Deputy*

PLEASE MAIL OR EMAIL APPLICATION TO:

Lisa Titensor, MMC
2267 N 1500 W
Clinton, UT 84015
[**ltitensor@clintoncity.com**](mailto:ltitensor@clintoncity.com)

*All requests are subject to the availability of funds
and the ability of the requesting city/town to pay the costs.*

ARTICLE 13

SCHOLARSHIPS

Section A. PURPOSE OF THE SCHOLARSHIP FUND

It is the policy of the Association to provide scholarships to its members to participate in Institute/Academy, the Annual Conference, and other trainings as budget allows.

The purpose is to increase the professionalism, skill level, and expertise of the Municipal Clerks, Recorders, Deputies, or similar governmental body. Further, the Association wishes to assist by awarding financial aid to qualified applicants who, without assistance, would be unable to attend Institute/Academy, the Annual Conference, or other trainings.

Completion of Institute/Academy is essential for many Municipal Clerks, Recorders, and Deputies to receive the prestigious designation of Certified Municipal Clerk or Master Municipal Clerk by the International Institute of Municipal Clerks, Education Plus Program, and Utah State Certification, which attests to the professional quality and competency of our most important roles as public servants.

Section B. SCHOLARSHIP REQUIREMENTS

Definition: Scholarship – Cost of one conference or training registration.

Upon approval, the Association may provide a scholarship (one scholarship per 12-month period per city, town, or similar governmental body). Exceptions may be allowed at the discretion of the board for the cost of Institute/Academy, the Annual Conference, or other training under the following rules:

- (1) Applicant must be a duly appointed Municipal Clerk, Recorder, Deputy, or similar governmental body.
- (2) The applicant's municipality or similar governmental body must have been requested to underwrite part of the expense of attending Institute/Academy or the Annual Conference, or other training. The applicant must have evidence in writing that the municipality or similar governmental body is supportive of the applicant attending the conference or training.
- (3) Applicant must be a Full Member of the Association.
- (4) Applicants/Recipients must commit to being involved in their UMCA Region by attending their region's meetings and/or participating on their region's board.
- (5) Applications must include a 250-to 500-word article on a best practice, unique project, or other program implemented in your organization.
- (6) Applications must be received by the Treasurer on or before the early registration deadline for Institute/Academy, the Annual Conference, or other trainings. An exception can be made by a majority vote of the board if an application is submitted after the deadline. If no applications are received, the deadline can be extended by a consensus of the board.
- (7) At the Board's discretion, a scholarship recipient may request hotel accommodation as funds allow.

(8) Applications shall be reviewed, and a final decision made by the Board of Directors.

(9) An awarded scholarship cannot be rolled over or transferred if the recipient is unable to use it for the purpose requested in the application.

(10) Clerks/Recorders who receive a scholarship for Institute/Academy, the Annual Conference, or other trainings shall register and make their own hotel accommodations, and after the event, submit receipts to the Treasurer for reimbursement. If necessary, special arrangements can be made with the UMCA for direct payment of the registration fee and/or hotel accommodation.

NOTE: Qualified applications for scholarships shall be approved as submitted up to the budgeted amount. If requests exceed funding, applications shall be evaluated and awarded based on specific criteria, such as previously awarded scholarships for the municipality, the applicant's municipality's budget, and whether awarding the scholarship will enable the applicant to achieve UCC, CMC, or MMC, EPP designations.

