

NEVADA MUNICIPAL CLERK'S ASSOCIATION
SCHOLARSHIP POLICIES AND PROCEDURES

ELIGIBILITY

Any City Clerk or Deputy City Clerk is eligible to apply for a Nevada Municipal Clerks Association (NMCA) Scholarship. An applicant may apply in more than one year, even if he/she has already received a NMCA Scholarship in a previous year.

APPROVED SCHOOL

The Scholarship may be used for any Municipal Clerk Institute which is approved by the International Institute of Municipal Clerks (IIMC) or for assistance to attend an IIMC Annual Conference.

SCHOLARSHIP COMMITTEE MEMBERS

The Scholarship Committee shall consist of at least two (2) NMCA members to be designated by the Executive Board at the annual NMCA meeting.

TIMING

Application forms may be submitted to the Scholarship Committee at any time during the year.

SELECTION

Selection will be based on the completed Scholarship Application which must be submitted to the Scholarship Committee. Selection will be made by the Scholarship Committee based on factors in the application.

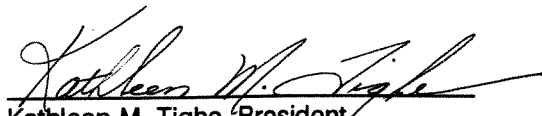
AWARD

The Scholarship Committee shall notify the applicant(s) as to whether or not they were chosen. They must also notify the NMCA Secretary/Treasurer. The Secretary/Treasurer will issue the awarded amount for each successful applicant(s) by check(s) jointly to the school and to the successful applicant(s) in sufficient time for registration. The check shall be available for pick-up from the NMCA Secretary/Treasurer by successful applicant(s) or may be mailed to the applicant(s) if requested. The Scholarship Committee shall also notify the NMCA President of the successful applicant(s).

NUMBER AND AMOUNT OF SCHOLARSHIP(S)

The number of scholarships to be awarded each year and the amount of such scholarship(s) shall be determined by the Scholarship Committee based on the amount available in the Scholarship Fund according the NMCA Secretary/Treasurer.

ADOPTED BY NEVADA MUNICIPAL CLERKS ASSOCIATION August 16, 1994


Kathleen M. Tighe, President