

OMCTFOA SCHOLARSHIP ANNOUNCEMENT

The Oklahoma Municipal Clerks, Treasurers and Finance Officials Association is currently offering one (1) full scholarship for attendance at the annual conference of the International Institute of Municipal Clerks (IIMC), Association of Public Treasurers of United States and Canada (APT US&C), Government Finance Officials Association (GFOA), or the Oklahoma Municipal Clerks and Treasurers Institute.

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. 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.

The next IIMC Annual Conference will be May 23-27, 2010 in Reno/Tahoe, Nevada

The next APT US&C Annual Conference will be July 25-28, 2010 in Charleston, South Carolina

The next GFOA Annual Conference will be June 6-9, 2010 in Atlanta, Georgia

The next Oklahoma Municipal Clerks and Treasurers Institute will be March 15-19, 2010 in Stillwater, Oklahoma

Scholarship applications will be received no later than the last business day of January **2010**. All applications must be received by mail and postmarked by that same date.

Mail completed applications to:
OMCTFOA Scholarship Committee
C/O Deborah Miner, Chairman
PO Box 636
Harrah, OK 73045

OMCTFOA 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 one scholarship per year to the annual conference of the International Institute of Municipal Clerks (IIMC), the Association of Public Treasurers of United States and Canada (APT US&C), the Government Finance Officers Association (GFOA), or the Oklahoma Municipal Clerks and Treasurers Institute. The Board offers this scholarship in the hopes of enhancing professionalism and educational opportunities among Oklahoma's Municipal Clerks, Treasurers and Finance Officials by promoting membership in both the state organization and the national or international associations.

While it is the intent of the Board to offer this scholarship annually, the Board is also aware that it may be inadvisable, from time to time, to fund the scholarship 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 IIMC, APT US&C, GFOA, or 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 for the OMCTFOA Scholarship to the IIMC, APT US&C, GFOA or Oklahoma Municipal Clerks and Treasurers Institute in accordance with the guidelines prescribed by the document entitled, "OMCTFOA Scholarship Announcement".

Upon completion of its review, the Committee shall, by majority vote, select the scholarship recipient. 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 scholarship recipients who are still active in the Association. Any vacancies on the Committee that cannot be filled by the heretofore described formula shall be filled by appointment of the President.

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

**OMCTFOA
SCHOLARSHIP APPLICATION**

NAME _____

(Last)

(First)

(M.I.)

TITLE _____ YRS/MOS in present position _____

EMPLOYED BY _____

(Municipality)

MAILING ADDRESS _____

(Street Address)

(City)

(State)

(Zip)

TELEPHONE (_____) _____

Annual Conference for which you are applying:

IIMC _____ APTUS&C _____ GFOA _____ INSTITUTE _____

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

OMCTFOA _____ OAPT US&C _____ GFOAO _____

Does your municipality provide funding for attendance of the IIMC, APT US&C, GFOA or **INSTITUTE**?

If yes, what expenses are paid by the municipality?

Have you previously attended any IIMC, APT US&C, GFOA, or **INSTITUTE**? _____ If yes, please list dates _____

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____.

Applicant Signature

Complete and return to:

OMCTFOA Scholarship Committee
C/O Deborah Miner, Chairman
PO Box 636
Harrah, OK 73045

All applications must be postmarked on or before the last business day in January 2010 to be eligible for review. Please visit www.omctfoa.com for additional information.