



AMCA SCHOLARSHIP APPLICATION
DEADLINE FOR ALL LISTED SCHOLARSHIPS: March 1, 2024

APPLICANT INFORMATION

Name: _____
 Municipality: _____ Title: _____
 Address: _____ City: _____ Zip: _____
 Telephone: _____ Email: _____

- * Scholarship eligibility is limited to one (1) scholarship per applicant per year.
- * Scholarships **may** also be limited to one (1) scholarship per municipality per fiscal year.
- * Partial scholarships may be awarded.

I would like to apply for an AMCA scholarship for (please select only one):

<input type="checkbox"/> IIMC Annual Conference (registration fees)	<input type="checkbox"/> AMCA Academy (registration fees)	<input type="checkbox"/> AMCA Institute (registration fees)
<input type="checkbox"/> Athenian Dialogue Can be used as a reimbursement for Fall training or Spring training	<input type="checkbox"/> AMCA Election Training (up to \$100)	<input type="checkbox"/> AMCA Best Practices Can be used as a reimbursement for Fall training or Spring training

AMCA AFFLIATION/PARTICIPATION

Paid member of AMCA? Yes No Member since: _____

Please list any AMCA committee service (committee name; served as chair/co-chair; years served):

Have you obtained Clerk's Certification? CMC MMC None

Are you currently pursuing certification? CMC MMC Neither

Have you previously attended the training for which you are applying? Yes No

If yes, please list year(s) of attendance:

Have you previously received a scholarship from AMCA? Yes No

If yes, please list year(s), name of training and amount:

FINANCIAL CONSIDERATIONS

How far do you have to travel to attend this conference?

Approximate distance in round trip miles: _____

Have you applied to your municipality for funds to attend? Yes No

Municipal Response: (no funding; partial funding; training funded by department budget):

ESSAY QUESTION

Please choose **ONE** (1) of the questions below to answer in 200-500 words, excluding headings, salutations, or closing (if used). The essay question should be attached to this application. Provide word count at end of essay. Essay will be ranked and should be well written, coherent, relevant, and demonstrate critical thinking and analysis. (See attached Rubric.)

1. The AMCA Strategic Plan is designed with *you* in mind! Its five goals will or can have a direct bearing on your success as a municipal clerk. Read the plan and choose one goal outlined in the plan for your essay topic. Provide suggestions on how the association can achieve the goal or how the outcome of the goal could help you personally and/or professionally.

2. How will attendance at this training benefit you and/or your municipality?

INSTRUCTIONS/CHECKLIST FOR APPLICANT

Submitted on or before March 1, 2024

Letter of support from the City or Town Manager, Mayor, or Clerk (if a Deputy or Assistant) or comparable person if not a municipality. The letter must clearly state the writer's support of the applicant's educational goals as related to the clerk's profession and give approval for attendance at the training for which the applicant has applied.

One (1) essay of 200-500 words, excluding headings, salutations, or closing (if used). Provide word count at end of essay. Essay will be ranked and should be well written, coherent, relevant, and demonstrate critical thinking and analysis.

Completed and signed application

ANY SCHOLARSHIP APPLICATION NOT SUBMITTED IN ACCORDANCE WITH THE STATED RULES AND REQUIREMENTS, NOT SUBMITTED ON THE CORRECT FORM, OR NOT RECEIVED BY MARCH 1, 2024 WILL BE DISQUALIFIED.

SUBMITTAL INFORMATION

Return completed application and supporting documents by email to: chadfield@willcox.az.gov

SIGNATURE OF APPLICANT

I do hereby attest that the information submitted in and with this application is true and correct to the best of my knowledge.

I have read and understand the terms of the AMCA Scholarship Policy (revised 2019) as stated in the link provided here: [AMCA Scholarship Policy](#)

If awarded a scholarship, I agree to submit a copy of my registration receipt, proof of my attendance, and other documented receipts as applicable to AMCA in order to receive reimbursement for the scholarship amount awarded. A copy of certificate of attendance or a statement signed by the teacher or trainer confirming completion of training will be accepted as proof of attendance.

If awarded a scholarship and I have not served on an AMCA committee within the last (2) two fiscal years, I agree to apply for committee service and serve on an AMCA committee for (1) one year.

Signature of applicant:

Date:

FOR OFFICE USE ONLY**1. Eligibility Requirements**

<i>Membership dues paid</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Committee service in the past 2 fiscal years OR agree to serve on a committee for 1-year</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Municipal scholarship criteria met (1 scholarship per municipality per fiscal year)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Individual scholarship criteria met (Institute max: 2; Academy max: 2)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. Application/Form Requirements

<i>Application deadline met (date received: _____)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Complete application packet submitted</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Letter of support from Manager or Clerk</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Essay attached (200-500 words)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Applicant eligible for scholarship?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Applicant eligible for Ina Wintrich scholarship?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		

3. Evaluation/Points

<i>First-time attendee</i>		
<i>Pursuing CMC/MMC</i>		
<i>Committee Service</i>		
<i>Past Scholarships Received</i>		
<i>Miles Traveled to Conference</i>		
<i>Budget/Financial Need</i>		
<i>Essay Question</i>	<input type="checkbox"/> Award granted	Amount awarded: \$
<i>Total Points</i>		Reason for denial: