

Scholarship Policy

The Arizona Municipal Clerks' Association is dedicated to supporting its members and their professional education through providing scholarship opportunities, which are awarded on a competitive basis.

Scholarship Funds:

1. Each year, based on the budget, the AMCA Board shall designate funds available for scholarships.
2. Scholarships cover training registration costs only; should the applicant receive other grants or scholarships that cover registration costs, the use of AMCA scholarship funds may be considered for documented training related expenses not to exceed registration costs. The Board may consider the use of scholarship funds for other documented training related expenses on a case-by-case basis. Funds shall be distributed based upon availability; therefore, partial scholarships may be awarded.
3. The Board reserves the right to determine the amount of scholarship funds available in any given year and how the funds are distributed.
4. The Board shall be the final arbiter for the granting of scholarship funds, based on recommendations from the Scholarship Committee.
5. AMCA scholarships will be paid in the form of a reimbursement to the payee after proof of attendance at the training.

Eligibility:

1. Scholarships are available to full and associate members in good standing of the Arizona Municipal Clerks' Association.
2. Every applicant must have served on and participated in at least one (1) AMCA committee within the last two fiscal years of the date of application to be eligible to apply, or must commit to one (1) year of service on a committee after receiving the scholarship.
3. Each scholarship request shall be considered separately and shall be awarded based on established criteria.
4. Scholarships are available for the Clerk's Institute and Academy. In addition, the Board may fund other scholarships, training, or IIMC conference registration scholarships through the annual budget process. Eligibility requirements may vary per scholarship.
5. IIMC Conference Scholarship awardees are required to provide a short essay regarding what was experienced after their attendance for possible inclusion in the next AMCA newsletter.
6. Scholarships may be limited to one (1) per municipality per fiscal year.

Application Form:

1. The Scholarship Committee shall revise and post the application form annually to the AMCA website.
2. Scholarship deadlines shall be listed along with submittal instructions and the criteria used to evaluate each scholarship submitted.

3. Every application includes specific questions that the applicant must answer in an accompanying essay, in addition to other supplemental information, and all must be submitted with the completed application form.

Rules and Requirements:

1. All scholarship requests shall be submitted in writing using the most current and approved application.
2. It is the applicant's responsibility to submit a complete packet with all required documentation for each scholarship requested by the stated deadline and must include:

- a) Completed application

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

- c) Essay of a minimum of 200 words per question, not including any headings, salutations, or closings (if used) with a word count included at the end of the essay

3. Any scholarship application not submitted in accordance with the stated rules and requirements, not submitted on the correct form, or not received by the stated deadline shall be disqualified.

4. AMCA will reimburse scholarship recipients after attendance at the training. Scholarship recipients shall submit proof of attendance and a copy of the registration receipt no later than thirty days after conclusion of the training. Training related expenses (other than registration costs) will be considered on a case-by-case basis and must include receipts and explanation of incurred expense. Late submittals may result in loss of scholarship. Reimbursement will be remitted to the payee and shall not exceed the amount of the awarded scholarship.

5. Institute: A member may request scholarships for any two years of the Institute, with the maximum of two (2) Institute scholarships awarded per member. Funds shall be distributed based on availability; therefore, partial scholarships may be awarded.

6. Academy: A member may request scholarships for any two years of the Academy, with the maximum of two (2) Academy scholarships awarded per member. Funds shall be distributed based on availability; therefore, partial scholarships may be awarded.

Evaluation and Selection Criteria:

1. All scholarship applications shall be reviewed and rated by the Scholarship Committee. The committee shall submit its recommendations for scholarship awards to the Board for approval.

2. The Scholarship Committee shall use a points system for selection purposes. Measurement criteria may include, but is not limited to:

a) Participation and service as a member or chair of an AMCA committee(s) within the past two fiscal years of the date of application, including the current year

b) Preference shall be given to first-time attendees and/or first-time scholarship requestors

c) Ability to provide coherent, well-written, relevant, and thoughtful responses to essay questions

3. In the event of a tie based on points, the Board shall be the final tiebreaker.

Adopted February 2014 (Revised 7-18-19)