

**Oregon Association of Municipal Recorders
International Institute of Municipal Clerks (IIMC) Conference Scholarship Guidelines**



PURPOSE

The scholarship for the IIMC Conference is designed to provide financial support for OAMR members, who have made outstanding contributions or performed dedicated service to OAMR, to attend the conference with the goal of pursuing professional and personal excellence and/or achieving Certified Municipal Clerk or Master Municipal Clerk status through the International Institute of Municipal Recorders (IIMC). Newer members are encouraged to get involved in order to be considered more favorably for these scholarships. The scholarships are awarded in honor of the memory of former Medford City Recorder Kathy Ishiara, who passed away in August 1998 from cancer, and Margery A. Price, considered the “Mother of OAMR.” Both were strong supporters of and participants in IIMC.

APPLICATION REQUIREMENTS

The scholarship deadline is listed on the application. A complete application package includes the completed application and a letter of support from a current supervisor, city manager and/or mayor showing financial need and that the employer is willing to provide support, either partially or in full, for the applicant for lodging and meals, travel expense reimbursement and work time to attend the conference. Applications can be submitted by email, mail or fax as indicated on the application *only within 90 days prior to the application deadline*. Applications submitted prior to the 90-day window will be returned.

AWARDS

Applications will be ranked by the Scholarship Committee by the use of a points system. At the end of each selection criterion below, the point(s) awarded for meeting that criterion is noted. OAMR will award scholarships to Full Members prior to providing scholarship awards to Associate Members (see OAMR Bylaws for qualifications), and Associate Members must be currently employed by a legislative body. The Committee will submit a recommendation of scholarship recipients to the OAMR President, who will determine the final awards. Two scholarships of \$1,000 each will be awarded based on budgeted funds. The awards are announced at the banquet held during the OAMR Annual Conference. Awarded funds will be distributed by the Treasurer based on the recipient’s employer preference.

WAITING LIST

If the Scholarship Committee receives more applications than available funding, the Chair will maintain a waiting list and will notify those on the list of their placement in a timely manner. If a scholarship recipient is unable to attend the conference, the next person on the waiting list will receive the scholarship funds. The scoring used for the scholarships will determine the ranking for the waiting list. In the event of a tie, the date of receipt of the application packet will determine rank.

SCHOLARSHIP REPORTS

Scholarship recipients are required to submit a report detailing the benefits received from their conference attendance within 30 days of the completion of the conference. The report will be submitted to the Scholarship Committee Chair for distribution to the OAMR Board and for possible publication in an OAMR newsletter or posting on the OAMR website. *If a recipient fails to submit a report, he or she is ineligible to apply for another scholarship for one calendar year.*

CRITERIA*

1. Applicant has been in his/her position, which would qualify him/her as a Full Member of OAMR, for a minimum of one year. *(1 point)*
2. Applicant has attended OAMR conferences. *(1 point per year)*
3. Applicant has made contributions to OAMR, including committee work and offices held. *(1 point per year per committee and 2 points per year for each Board position or committee chair position held. Maximum allowed is 4 points per year.)*
4. Applicant is a member of IIMC. *(1 point)*
5. Applicant is a first-time IIMC conference attendee or it has been five years or more since the applicant has attended an IIMC conference. *(5 points for first-time attendee and 3 points for attendance five or more years ago)*
6. Applicant is or has been a member of an IIMC committee. *(1 point per year per committee)*
7. Applicant is pursuing his/her Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation. *(1 point)*
8. Applicant has not applied for any other scholarships during the OAMR budget year (November 1 to October 31). *(1 point)*