

# Oregon Association of Municipal Recorders Annual Academy Scholarship Guidelines



## **PURPOSE**

The scholarship for the Annual Academy is designed to encourage, and provide financial support for, OAMR members to attend this training session 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).

## **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 academy. 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 Board, who will determine the final awards. The Committee Chair will notify the recipients in a timely manner. Scholarship funds are designed to cover the cost of registration. All other costs are the responsibility of the applicant. Recipients will be asked to notify the OAMR Treasurer once they have sent in their registrations and the Treasurer will write one check for all of the recipients.

## **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 academy, 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 RECIPIENT KNOWLEDGE TRANSFER ACTION PLAN (KTAP)**

Scholarship recipients are required to submit a KTAP to the NCI Director within 30 days of training attendance. If a recipient fails to submit a report, he or she is ineligible to apply for another scholarship for one calendar year, which will be noted on the scholarship tracking sheet.

## **COMMITTEE PARTICIPATION**

Scholarship recipients are required to sign up for and participate on either the Special Projects/Fundraising Committee or the Conference Committee the following year. Recipients must sign up for either committee no later than October 31st. *Failure to do so will make recipient ineligible to apply for another scholarship for three calendar years effective January 1<sup>st</sup> of the calendar year following receipt of the scholarship. Failure to participate on either committee despite signing up will make recipient ineligible to apply for another scholarship for three calendar years for the end of the committee participation year.*

## **CRITERIA\***

1. Applicant is a Full Member of OAMR. (1 point)
2. Applicant is a member of IIMC. (1 point)
3. Applicant is pursuing his/her Certified Municipal Clerk (CMC) (5 points) **OR** Master Municipal Clerk (MMC) (3 points) designation.
4. Applicant is a first-time Annual Academy scholarship applicant, or has applied for this scholarship before but has not received it. (3 points)
5. Applicant has not applied for any other scholarships during the OAMR budget year (November 1 to October 31). (1 point)
6. Applicant has attended OAMR conferences. (1 point per year, maximum 5 points)

\*Adopted March 31, 2011, revised November 14, 2014