

Oregon Association of Municipal Recorders Annual Conference Registration Scholarship Guidelines



PURPOSE

The scholarship for the Annual Conference is designed to encourage broader participation at conferences by OAMR members who may not otherwise be able to participate in the conference activities.

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 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. Based on the current budget, scholarships to cover lodging costs up to \$300 may be provided to first-time attendees to Annual Conference. The Committee Chair will notify the Treasurer of the list of award recipients. Recipients can note in their registration form that they received scholarship funds for the registration cost; all other costs are the responsibility of the applicant.

Quality Code Publishing has generously donated the funds to annually provide \$500 to fund member attendance at the OAMR Annual Conference. These scholarship funds are for registration only. For more information about the company, visit <http://www.qualitycodepublishing.com/>.



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.*

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 1st 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 from the end of the committee participation year.*

CRITERIA*

1. Applicant is a Full Member of OAMR. (1 point)
2. Applicant has served in his/her position for less than one year. (2 points)
3. Applicant is a member of IIMC. (1 point)
4. Applicant is pursuing his/her Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation. (5 points)
5. Applicant is a first-time Annual Conference scholarship applicant, or has applied for this scholarship before but has not received it. (3 points)

*Adopted March 31, 2011, revised April 3, 2014, revised December 22, 2014

6. Applicant has not received any other scholarships during the OAMR budget year (November 1 to October 31). *(1 point)*
7. Applicant has attended OAMR conferences. *(1 point per conference, maximum 5 points)*
8. 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 10 points)*