

# OHIO MUNICIPAL CLERKS ASSOCIATION

## MARILYN J. MCLAUGHLIN SCHOLARSHIP



APPLICANT INFORMATION					
Last Name	First	M.I.	Date		
Municipality			Title		
Office Hours	Population	<input type="checkbox"/> City	<input type="checkbox"/> Village		
Business Address					
City		State		Zip	
Phone Number:		E-mail Address:			
Are you a member of the Ohio Municipal Clerks Association (OMCA)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	OMCA Member since	Mo.	Yr.
Are you a member of the International Institute of Municipal Clerks (IIMC)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	IIMC Member since	Mo.	Yr.
Are you a Certified Municipal Clerk (CMC)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Approximate number of CMC Educational Sessions attended?		
Are you a Master Municipal Clerk (MMC)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Approximate number of MMC Educational Sessions attended?		
Years of Municipal Service			Number of years in your profession		
Have you ever received a scholarship from OMCA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, to which educational program did this apply?		

### SCHOLARSHIP SELECTION

*Scholarship applications based on financial need will receive first consideration.*

***Attendance Required: Cancellation notification to the OMCA Education Committee must be made within 14 days of the scheduled training or your municipality will be billed for the amount of the registration.***

Check the appropriate box to identify which scholarship you are applying for:

<input type="checkbox"/> OMCA Institute Working towards: CMC or MMC	Available to all Clerks, including those actively seeking their Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation and/or qualify as a first time attendee.
<input type="checkbox"/> IIMC Region V Meeting	Available to all Clerks, including those seeking their Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation and/or qualify as a first time attendee.
<input type="checkbox"/> IIMC Annual Conference	Available to all Clerks, including those seeking either their Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation and/or qualify as a first time attendee.
<input type="checkbox"/> Study Abroad Program	Available to all Clerks, including those seeking either their Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation and/or qualify as a first time attendee.
<input type="checkbox"/> OMCA One-Day Educational Academy	Available to all Clerks, including those seeking their Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation.

**POINT STRUCTURE**

**Applicants fill in the point(s) section. Please be prepared to provide proof if requested.**

**Scholarship recipients are required to attend all education sessions, for which the scholarship was awarded. This includes the OMCA General Business Meeting, when applicable. Failure to do so may result in scholarship reimbursement to the OMCA and becoming ineligible for future scholarship consideration.**

**Position:**

Financial need – no funding from the Municipality (35 points) \_\_\_\_\_

New to position (0 – 12 months) (20 points) \_\_\_\_\_

**Kent State sessions attended. Select one.**

Five or more sessions (30 points) \_\_\_\_\_

Less than five sessions (20 points) \_\_\_\_\_

None ( 0 points) \_\_\_\_\_

**Professional Organizations**

Years as OMCA member (1 point per year, maximum 15 points) \_\_\_\_\_

Years as IIMC member (1 point per year, maximum 15 points) \_\_\_\_\_

**State Association Activity**

OMCA Board Member (1 point per year, maximum 5 points) Term(s) served \_\_\_\_\_

OMCA Committee Chair (1 point per year, maximum 5 points) Term(s) served \_\_\_\_\_

OMCA Committee Member (1 point per year, maximum 5 points) Terms(s) served \_\_\_\_\_

OMCA Officer (1 point per year, maximum 5 points) Years \_\_\_\_\_

**Conference Attendance**

OMCA Spring Conference (1 point per year, maximum 10 points) \_\_\_\_\_

IIMC Region V Meeting (1 point per year, maximum 5 points) \_\_\_\_\_

IIMC Annual Conference (1 point per year, maximum 5 points) \_\_\_\_\_

**Total Points** \_\_\_\_\_

**DISCLAIMER AND SIGNATURE**

I understand that the Scholarship Committee will evaluate my application based on the OMCA Scholarship Guidelines, and that by signing this application I attest to the information provided.

Signature

Date

**FOR SCHOLARSHIP COMMITTEE USE ONLY**

Date Received

Total Points Earned

Granted

Yes

No

Explanation of denial:

**CANCELLATION POLICY:**

**Cancellations must be received a minimum of 14 days prior to the day of the educational session or your municipality will be billed for the registration. If there is a valid reason why the request could not be made prior to the 14 day cancellation deadline, the Executive Committee may review the request and approve or deny the request by majority vote.**

## OHIO MUNICIPAL CLERKS ASSOCIATION (OMCA) SCHOLARSHIP GUIDELINES

The criteria for awarding scholarships are as follows:

1. Applicant must be a member of the OMCA at the time of application.
2. Applicant must have attained a minimum of 20 points in the Point Structure section of the application. In the event of a tie, tie breaker factors will include: length of OMCA membership, seniority in current position, and length of municipal service.
3. Total points attained will determine the order in which scholarships are awarded.
4. A limit of one scholarship, per person, per fiscal year, will be awarded unless uncommitted monies remain.
5. Scholarships will be awarded for registration fees only, unless additional costs are approved by the OMCA Executive Committee.
6. Deadlines for submitting applications are:

7.

Educational Opportunity	Date of Event	Deadline for Application
<b>Study Abroad Program</b>	May 16-19	<b>February 24</b>
<b>IIMC Region V Meeting Grand Rapids MI</b>	Mar 2-4	Jan 27 (Extended)
<b>IIMC Annual Conference, Montreal Quebec Canada</b>	May 21-24	<b>February 24</b>
<b>OMCA Annual Institute</b>	July 16-20	May 5
<b>One-Day Educational Academy</b>		
Zanesville, Ohio	Thurs, March 16th	Jan 27 (Extended)
Hilliard, Ohio	Thurs, September 14th	July 5
Sidney, Ohio	Thurs, November 9th	Sept 5

8. The Scholarship Committee will verify scholarship recipient's session attendance. If a scholarship recipient fails to attend any available educational session(s) and OMCA General Business Meeting, **they may be required to reimburse OMCA for the amount of the scholarship and may be ineligible for future scholarships.**

**Reminder: Submit participation approval letter and financial statement with application**

<b>Scholarship</b>	<b>Criteria required to apply for a specific scholarship</b>
OMCA Institute IIMC Annual Conference IIMC Region V Meeting OMCA One-Day Academy	Available to all clerks. Preference given to members with financial needs, first time attendees, and members obtaining CMC and MMC designations. The application must be completed and be accompanied by a letter from your municipality approving your program participation or a copy of the minutes showing the approval; a statement from your fiscal officer stating the financial need, and a one page essay explaining how this scholarship and training will benefit you in your profession.
Study Abroad Program	Available to all clerks. Preference given to members with financial needs, first time attendees, and members obtaining CMC and MMC designations. The application must be completed and be accompanied by a letter from your municipality approving your program participation or a copy of the minutes showing approval; a statement from your fiscal officer stating the financial need, and a one page essay explaining how a scholarship and training will benefit you in your profession. The applicant must write four (4) articles for the OMCA Minute Minders newsletter sharing their experience, or must make a short presentation at the following year's OMCA Conference/Institute.

**SUBMIT APPLICATIONS TO:**

**TRACEY WONNER**  
**OMCA SCHOLARSHIP CHAIRPERSON**  
**203 N MARKET ST**  
**LISBON, OHIO 44432**

PHONE: 330-424-5503 (EXT 1847) FAX: 330-424-0717

Email: [clerk@lisbonvillage.com](mailto:clerk@lisbonvillage.com)