

OHIO MUNICIPAL CLERKS ASSOCIATION

MARILYN J. MCLAUGHLIN SCHOLARSHIP



APPLICANT INFORMATION					
Last Name	First		M.I.	Date	
Municipality			Title		
Office Hours	Population	☐ City		☐ Village	
Business Address					
City		State		Zip	
Phone Number:		E-mail Address:			
Are you a member of the Ohio Municipal Clerks Association (OMCA)?	Yes ☐	No ☐	OMCA Member since	Mo.	Yr.
Are you a member of the International Institute of Municipal Clerks (IIMC)?	Yes ☐	No ☐	IIMC Member since	Mo.	Yr.
Are you a Certified Municipal Clerk (CMC)?	Yes ☐	No ☐	Approximate number of CMC Educational Sessions attended?		
Are you a Master Municipal Clerk (MMC)?	Yes ☐	No ☐	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 ☐	No ☐	If yes when		

SCHOLARSHIP SELECTION

Scholarship applications based on financial need will receive first consideration.

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

☐ OMCA Institute

Working towards: CMC or MMC

First Time Attendee: Yes or No

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.

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) _____

OMCA One-Day Academies 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 Annual Institute (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) _____

Scholarships Awarded (-5 points per year, maximum 20 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 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.
2. Total points attained will determine the order in which scholarships are awarded.
3. A limit of one scholarship per person.
4. Full scholarships and partial scholarships may be awarded. A full scholarship includes Institute and Hotel cost, a partial scholarship includes the cost of full attendance Institute only all other cost covered by attendee.
5. Deadlines for submitting applications are:

Educational Opportunity	Date of Event	Deadline for Application
OMCA Annual Institute	July 14-17, 2025	April 1, 2025

6. 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.**
7. A completed application with all required attachments must be received by the deadline to be the Committee for approval. OMCA is not obligated to award these scholarships if applications incomplete, do not meet the criteria, or if not, enough qualified applications are received.

Reminder: Submit participation approval letter and financial statement with application

Scholarship	Criteria required to be submitted at time of application
OMCA Institute	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.

SUBMIT APPLICATIONS TO:

Janice Bates
OMCA Professional Development Chair
260 S. Garber Drive
Tipp City, Ohio 45371
PHONE: 937-667-8425 FAX: 937-667-5816 Email: batesj@tippcity.net