

2011 NEW ENGLAND MUNICIPAL CLERK INSTITUTE & ACADEMY SCHOLARSHIP CRITERIA

1. The Executive Board shall determine, annually, the amount of scholarship monies to be allocated. Scholarships are only for those applicants who have been denied funds from their municipalities.
2. The Joint Scholarship Committee shall consist of a committee made up of members appointed by the President of the New England Association of City & Town Clerks and the Chair of the NEMCI & Academy Board of Directors.
3. Scholarship money from both sources shall be combined and allocated to applicants as agreed by the committee, with the exception of funds specifically earmarked and in the possession of the New England Municipal Clerks Institute & Academy Board of Directors.
4. The NEACTC President appoints a Joint Scholarship Chairman to serve for three years.
5. Scholarships shall be awarded to students attending the New England Municipal Clerks Institute and Academy.
6. Scholarship awards will be limited to one person per office with the Clerk having first preference.
7. Applicant must be a Municipal Clerk or Deputy/Assistant Clerk.
8. The Joint Scholarship Committee will give priority to first year Institute students.
9. An applicant must be a current member of his or her state association.
10. An applicant must have been a member of the NEACTC for over one year.
11. Applicant shall disclose at time of application they have applied for IIMC funds.
12. An applicant must have requested funds from his/her municipality and include a letter of denial for such funds.

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1. Applicants should (after denial from municipality) send this application to their state association for funding. A reason for denial or explanation must accompany this application in order to be considered.
 2. Deadline for State Scholarship Chairpersons to file applications with the Joint Scholarship Chair is **April 8, 2011**.
 3. Joint Scholarship Chair will notify the applicant, the Treasurer of the NEACTC, and the Treasurer of the NEMCI & Academy by April 29, 2011.
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Joint Scholarship Chairperson

(Joint Scholarship Chairperson refers to the person responsible for awarding scholarship funds from NEACTC and NEMCI and does not imply joint responsibility with another person. This is a three year appointment)

MA: Sally Hayden – 250 Main Street, Rutland, MA 01543
Phone: 508-886-4104 sallyh@townofrutland.org

State Scholarship Chairpersons

CT: Virginia (Ginger) Salisbury, 501 Main Street, Southbury, CT. 06488-2295
Phone: 203-262-0657 Fax: 203-264-9762 townclerk@southbury-ct.gov

MA: Donna M. Hooper, CMC/CMMC, 1625 Massachusetts Ave., Lexington, MA. 02420
Phone: 781-862-0500 Fax: 781-861-2754 dhooper@ci.lexington.ma.us

NH: Sharon Teel, PO Box 194, Center Sandwich NH, 03227
Phone: 603-284-7113 Fax 603-284-6819 tctcsandwich@cyberpine.net

RI: Michelle Hardy, 137 Roosevelt Ave., Pawtucket, RI 02860
Phone: 401-728-0500 mhardy@pawtucketri.com

VT: Pattie McCoy MMC, 9 Main Street Ste 2, Poultney, VT 05764
Phone: 802-287-5761 poultneytownclerk@comcast.net

ME: Barbara Seaver, 385 Intervale Road, New Gloucester, ME 04260
Phone: 207-926-4126 Fax: 207-926-4136 bseaver@newgloucester.com

State Association
New England Association of City & Town Clerks
New England Municipal Clerks Institute & Academy

SCHOLARSHIP APPLICATION

	<u>YES</u>	<u>NO</u>
1. I am a Deputy or Municipal Clerk.	_____	_____
2. I am the only applicant from my municipality.	_____	_____
3. I have been denied all or partial funding from my municipality And I am enclosing the <u>letter of denial</u>	_____	_____
4. I am a member in good standing of my state association.	_____	_____
5. I am a dues-paying member of the New England Association	_____	_____

If you have answered **YES** to all of the above, you may apply for financial assistance. If you have answered **NO** to any of the above, you must include a letter of explanation stating why you have not complied with the above criteria

NAME _____ DATE _____

ADDRESS _____ PHONE _____ FAX _____

JOB TITLE/TOWN _____ POPULATION _____

EMAIL ADDRESS _____

I am applying for financial assistance for the New England Municipal Clerks Institute Year _____ or Academy Course _____
AMOUNT REQUESTED \$ _____

If Academy student, the year you graduated from the Institute:

My Municipality will pay \$ _____

I have _____ have not _____ applied to IIMC for scholarship funds. IIMC will pay \$ _____

Return this application, letter of denial and any necessary letter of explanation to your STATE Scholarship Chair by your state deadline.

**** Check with your State Scholarship Chair to see if you need additional paperwork*****

FOR USE BY STATE SCHOLARSHIP CHAIR ONLY:

Date received: _____ Date action taken: _____

Amount awarded: _____ **OR:** Reason for denial _____

After state action, State Scholarship Chair should forward to NEACTC Joint Chair by **April 8, 2011**

FOR USE BY NEACTC/NEMCI JOINT SCHOLARSHIP COMMITTEE CHAIR ONLY:

Date received: _____ Date action taken: _____

Amount awarded: _____ **OR:** Reason for denial _____