

Maine Town and City Clerks Association

D. Brenda Caldwell Scholarship Program Protocol

Established in 2004

ARTICLE I

This scholarship program is for only the MTCCA town/city clerks classes/seminars.

ARTICLE II

The scholarship program will be administered by the MTCCA's Scholarship Committee in conjunction with the MTCCA's Certification Committee.

ARTICLE III

Maine town/city clerks, Maine town/city deputy clerks, Maine assistant town/city clerks can apply for a scholarship whether he/she is a member of the MTCCA or not.

ARTICLE IV Only one scholarship per person is awarded per calendar year.

ARTICLE V

The funds and interest from said funds be used to repay those who have paid out of their personal funds and whose municipality is unable to fund a Clerk, Deputy Clerk or Assistant Clerk's attendance at a Maine Town & City Clerks Association class.

ARTICLE VI

Application for the scholarship must be made within the same year as the class was taken with a postmarked deadline of December 31st. Program to begin in 2006.

ARTICLE VII

A copy of the Certificate of Completion of the class must accompany the scholarship application. Only those clerks who have completed the class can apply.

ARTICLE VIII Priority will be given to those clerks who have been employed as a clerk for less than one (1) year.

ARTICLE IX

Priority will be given to those clerks who are working toward their MTCCA clerk's certification.

ARTICLE X

Give a list at year's end to Brenda Caldwell, of the classes paid by the scholarship (not names, just classes attended)

ARTICLE XI

Additional administrative criteria, not in conflict with those stated in this document, may be adopted and applied by Maine Town & city Clerks Association.

ARTICLE X11

Should the Maine Town & city Clerks Association, for any reason, cease to exist that any remaining funds be transferred to the MMA for use by Clerks, Deputy Clerks and Assistant Clerks for MMA-sponsored classes. In the event that MMA should receive the funds, I would request that the Training and Affiliate Groups Department of MMA administer the remaining funds.

Maine Town & City Clerks' Association

**Scholarship Application
For Reimbursement for a MTCCA
Sponsored Certification Class**

Name: _____ Date: _____

Position: _____ Municipality: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Number of Years in position held: _____

I would like to apply for Scholarship Reimbursement for attending: Name of

Class: _____

Location of Class: _____

Date of Class: _____

This is my one and only request for the year of: _____

Amount to be reimbursed: \$ _____

Application for scholarship reimbursement must be made within the same year as the class was taken with a postmarked deadline of December 31st.

Please send along a copy of the Certificate of Completion of the class. Only those clerks who have completed the class can apply.

Priority will be given to those clerks who have been employed as a clerk for less than one (1) yr.

Priority will be given to those clerks who are working toward their MTCCA clerk's certification.

Signature of Applicant

Date

*Please return completed application and copy of certificate to:
Ruth Lyons, Town Clerk, 100 Main Street, Topsham, ME 04086