

**Maine Town and City Clerk's Association**

**The Bangor Daily News / Associated Press Scholarship Program**

**Protocol**

ARTICLE I

This scholarship program is to cover the cost of attending a MTCCA Title 21-A Class, Registrar of Voters Class or the registration fee to the Secretary of State Election Conference (not to include overnight accommodations).

ARTICLE II

The scholarship program will be administered by the MTCCA's Scholarship Committee.

ARTICLE III

Maine Town/City Clerks, Maine Town/City Deputy Clerks, who are members of MTCCA, can apply for a scholarship.

ARTICLE IV

Only one scholarship per person is awarded per calendar year.

ARTICLE V

The funds are to be used to assist a Clerk, Deputy Clerk or Assistant Clerk whose municipality is unable to fund attendance at a Maine Town & City Clerks Association Title 21-A class, Registrar of Voters Class or the registration fee for the Secretary of State Election Conference.

ARTICLE VI

The scholarship application must include a letter from a City/Town Official indicating that there are no funds to cover the class or conference registration expense and a completed registration application form.

ARTICLE VII

Priority will be given to those Clerks who have been employed as a Clerk for less than 1 year.

ARTICLE VIII

Priority will be given to those Clerks who are working toward their MTCCA Clerk's Certification.

ARTICLE IX

Upon notification of award from the Scholarship Committee, for the Title 21-A class or Registrar of Voter Class the Treasurer will produce a Journal Transfer authorizing MMA to transfer from the Scholarship fund to the appropriate revenue account. For award of registration fee to the Secretary of State Election Conference, the Treasurer will submit a voucher to remit the registration fee directly to the Secretary of State.

# Maine Town & City Clerk's Association

**The Bangor Daily News / Associated Press  
Scholarship Application for funds to attend a  
MTCCA Title 21-A Class, MTCCA Registrar of Voters Class or  
The conference fee to the Secretary of State Elections Conference**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Municipality: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax#: \_\_\_\_\_

Number of Years in position held: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you working toward your MTCCA Certification? \_\_\_\_\_

I would like to apply for a Scholarship to attend:

Name of Class/Conference: \_\_\_\_\_

Location of  
Class/Conference: \_\_\_\_\_

Date of Class/Conference: \_\_\_\_\_

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

Amount requested: \$ \_\_\_\_\_

Scholarship awards will be tracked on a calendar year.

Please include the completed copy of the registration form and a letter from a City/Town Official stating that there are no funds to cover the cost of the class or the registration fee.

Priority will be given to Clerks who have been employed as a Clerk for less than 1 year.

Priority will be given to Clerks who are working toward their MTCCA Clerk's Certification.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*Please return completed application to:

Ruth Lyons  
Town Clerk  
100 Main Street  
Topsham, ME 04086

2/2012