



COURSE CATALOG

— 2020 —

Maine Town & City Clerks' Association

60 Community Drive, Augusta, Maine 04330

1-800-452-8786 • 207-623-8428

www.mtcca.org

About MTCCA

The Maine Town and City Clerks' Association (MTCCA) is an organization of municipal clerks, deputy clerks and assistant clerks throughout the state of Maine. An association of over 850 members, the MTCCA is a professional-level affiliate group of the Maine Municipal Association (MMA). MTCCA's principal missions are to motivate the Maine municipal clerks to become leaders in their fields of governance and to provide an educational program for new and veteran clerks to meet the highest standards of professional development. A primary objective of MTCCA is to provide professional development opportunities through education, training and peer interaction.

Policies

The Maine Town & City Clerks' Association is pleased to announce available training offerings for 2020. **Please note:** This catalog is a living document and is updated frequently. Please visit our website at www.mtcca.org to download the most recent version of this catalog.

In this catalog, you will find:

- ✓ **2020 At-a-Glance Calendar** – A quick listing of courses offered in 2020 organized by date, name and location.
- ✓ **Catalog of Available Courses** – A summary description of each course sorted alphabetically by course name.
- ✓ **Registration Information/Scholarship Applications** – registration forms for registering for courses and scholarship applications.

Course Information: All event information can be found at www.mtcca.org where course listings, and directions to venues are provided. Just click on the "Training" tab from the home page.

Registration: Register online at www.mtcca.org (or <https://memun.org/Training-Resources/Workshops-Training>) or complete the registration form in this booklet and send by email (wsreg@memun.org), by fax (207-624-0128) or by mail (60 Community Drive, Augusta, ME 04330). Payment is not required at time of registration. Registrations by phone are not accepted.

Questions: If you would like more information, please call the MTCCA office at MMA at 1-800-452-8786.

Cancellation Policy: Cancellation notification must be given in writing at least 3 business days before the session begins. Any cancellation received within that 3-day window will be charged the full registration fee. All cancellations are subject to a \$15 administrative fee for processing. Please go to <http://www.memun.org/TrainingResources/WorkshopsTraining/Cancellations.aspx> to cancel. If you have any questions please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.

Storm Policy: If there is inclement weather, a decision to postpone will be made the day prior to the event and this information will be posted on the MTCCA website at www.mtcca.org, the MMA website at www.memun.org by 5pm. **We encourage ALL event participants to check the websites before departing for any of these events to ensure that the event schedule has not changed, and we encourage all attendees to travel considering personal safety first.**

ADA Message: In order to ensure your complete participation in any of our events, we would appreciate your informing us prior to the event of any special requirements you may have due to a disability.

Disclaimer: Educational courses and materials offered by the Maine Town & City Clerks' Association, including but not limited to its partners, affiliates, vendors, sponsors, instructors and/or staff are provided for general informational and educational purposes only. None of the educational activities and supplementary documentation is provided as specific legal advice.

Facilities: The MTCCA recommends that attendees bring a light sweater or jacket to all events as it is difficult to regulate room temperature for each attendee.

Members: Please be sure to wear your MTCCA badge to each event if you have one.

Fragrance Free: The Maine Town & City Clerks' Association strives to ensure the comfort and safety of participants in this event by encouraging a fragrance-free environment. Please note that this is a voluntary request, and the MTCCA is not liable in the event that the environment is not fragrance free. We appreciate everyone's cooperation in making our events enjoyable for all.

Membership: Interested in joining MTCCA for only \$30.00/yr? Visit our website at www.mtcca.org or call 1-800-452-8786 for membership information and application.

Certification: All courses offered by MTCCA are valid for its certification program. See the course brochure or the catalog of available courses for specific certification information. Certification applications and criteria can be downloaded from www.mtcca.org. Participants must be present for the full day to receive a certificate of completion for the course. Any member whose certification expires must attain their original certification again.

Scholarships: The MTCCA has scholarship funds available for MTCCA sponsored courses. For more information, refer to the scholarship information included in this catalog or visit our website at www.mtcca.org.

Contact Information:

MTCCA Website: www.mtcca.org **MTCCA Mailing Address:** MTCCA, 60 Community Drive, Augusta, ME 04330

MTCCA Phone: 1-800-452-8786 or (207) 623-8428 **Maine Municipal Association:** 1-800-452-8786 or Local: (207) 623-8428

MTCCA Affiliate Liaison: Alicia Gaudet, MTCCA Affiliate Liaison, 1-800-452-8786, ext. 2304 email: agaudet@memun.org

MTCCA Office Staff: Cynthia Fortier, Office Coordinator, 1-800-452-8786, ext. 2297 email: cfortier@memun.org

At-a-Glance Calendar

Date:	Course Name:	Location:	
February 12	Wednesday	Town Meeting & Local Election Law (Title 30A)	Caribou - Caribou Inn & Convention Center
February 25	Tuesday	Town Meeting & Local Election Law (Title 30A)	Augusta - Maine Municipal Association
		Town Meeting & Local Election Law (Title 30A)	Machias - University of Maine at Machias
		- Video Conference	
March 17	Tuesday	Records Management	Augusta - Maine Municipal Association
March 24	Tuesday	New Clerks	Augusta - Maine Municipal Association
May 13	Wednesday	Vital Records	Portland - Fireside Inn & Suites
May 19	Tuesday	Licensing	Augusta - Maine Municipal Association
June 23	Tuesday	Municipal Law for Clerks	Augusta - Maine Municipal Association
		Municipal Law for Clerks - Video Conference	Caribou - Northern Maine Dev. Commission
July 22	Wednesday	New Clerks	Orono - Black Bear Inn
August 5	Wednesday	Vital Records	Orono - Black Bear Inn
September 1	Tuesday	Voter Registration	Orono - Black Bear Inn
September 2	Wednesday	State Election Law (Title 21-A)	Orono - Black Bear Inn
September 15	Tuesday	25 th Networking Day & Annual Business Meeting	Waterville - Waterville Elks Banquet & Conference Center
September 22	Tuesday	Voter Registration	Portland - Fireside Inn & Suites
September 23	Wednesday	State Election Law (Title 21-A)	Portland - Fireside Inn & Suites

Distance Learning Training Opportunities

We are pleased to offer alternative arrangements for attending the workshops that have been developed by the Maine Town & City Clerks' Association.

Online Training:

At this time, we are offering the following courses in an online "view at your own pace" format:

- ✓ New Clerks
- ✓ Title 30A
- ✓ Vital Records
- ✓ Municipal Law

Upon registration an ID and password will be issued which will provide access to the training for a set amount of days. You can use it as often as you like during this time. Please visit the MTCCA's Website: www.mtcca.org to learn more about this online training. The cost is \$60 for MTCCA members and \$80 for non-members. We will invoice once registration is acknowledged.

DVD Training – available to County Clerks' Associations Only:

At this time, we are offering the following courses to County Clerks' Associations on DVD:

- ✓ Notary Public

This course takes approximately 5 hours to complete. There will be no charge to your County Association for this program in exchange for feedback on the DVD Training. However, if an attendee would like to receive certification credits for this class, a \$20 fee will be charged to the attendee. If your county does not have a County Municipal Clerk Association, please contact Shelly Crosby, Clerk, Town of Orono at scrosby@orono.org or (207) 866-2556. For more information about this program, please contact the MTCCA at 1-800-452-8786 or (207) 623-8428.

LIVE, Interactive Video Conference Training – 2020 Dates:

These are LIVE, INTERACTIVE classes that are taught from the MMA training center in Augusta and video conferenced to secondary locations around the State. Participants will be able to fully participate, ask questions and hear other participants remotely using Polycom video technology.

The following courses are available by video conference for 2020:

Date:	Course Name:	Location:
February 25	Town Meeting & Local Election Law (Title 30A)	Machias – University of Maine at Machias
June 23	Municipal Law for Clerks	Caribou – Northern Maine Development Commission

Course Descriptions

LICENSING – This full-day course covers dog licensing topics such as fees, the warrant, late fines, monthly reports, rabies clinics, wolf-hybrids, and other issues. Hunting and fishing license topics such as fees, requirements for obtaining a license, service licenses, monthly reports, and update on status of MOSES. Business licensing topics such as liquor licenses, special amusement permits, sole proprietor D/B/A, and other local licenses that all municipalities are required to provide by state statute will be reviewed. This program is an optional course for the Maine Town & City Clerks' Association's certification program.

Instructor(s): Kim McLaughlin, Clerk, Town of Old Orchard Beach; Kathy Montejo, Clerk, City of Lewiston
Date(s)/Location(s): May 19, 2020 – Augusta - Maine Municipal Association

MUNICIPAL LAW FOR CLERKS – This full-day course will strengthen clerks' knowledge of major subject areas. For veteran clerks it will provide a refresher on the basics as well as some in-depth discussion of the office of clerk, its duties, obligations, administration and FOAA. Both new and veteran clerks will gain insights from an examination of statutory changes and modifications to state agency rules that affect the office of clerk. This program is a mandatory course for the Maine Town & City Clerks' Association's certification program.

Instructor(s): Kathy Montejo, Clerk, City of Lewiston and MMA Legal Services Department
Date(s)/Location(s): June 23, 2020 – Augusta - Maine Municipal Association; Video Conference: Caribou - Northern Maine Development Commission

NETWORKING DAY/MTCCA ANNUAL MEETING – This full-day special event is held annually and is filled with education, networking and activities. Topics and activities change from year to year, but it is always a perfect opportunity for municipal clerks to learn new things and network with other clerks throughout the state. This program is an optional course for the Maine Town & City Clerks' Association Certification Program.

Instructor(s):
Date(s)/Location(s): September 15, 2020 – Waterville - Waterville Elks Banquet & Conference Center

NEW CLERKS – This full-day course is designed to familiarize newly elected and appointed municipal clerks with their duties and responsibilities. Attendees are given an introduction to: Dog Licensing, Hunting & Fishing Licenses, Processing Birth, Marriage and Death Certificates, Election Procedures, Meeting Preparation, Public Hearings and Administering Oaths of Office, Managing Boards and Committees Appointments, and Required Reporting Procedures. This course is an optional course for the Maine Town & City Clerks' Association Certification Program.

Instructor(s): Kim McLaughlin, Clerk, Town of Old Orchard Beach; Merton Brown, Clerk, Town of Kennebunk
Date(s)/Location(s): March 24, 2020 – Augusta - Maine Municipal Association; July 22, 2020 – Orono - Black Bear Inn

RECORDS MANAGEMENT – This full-day workshop will review record keeping requirements pertaining to records that are overseen and managed by municipal clerks on a daily, monthly and annual basis. Instructors will review the Maine Local Government Records Retention Schedule and the State's Right to Know law, and will provide preservation tips and information regarding Disaster Planning and Business Recovery Plans. This program is an optional course for the Maine Town & City Clerks' Association Certification Program.

Instructor(s): Kathy Montejo, Clerk, City of Lewiston; Patti Dubois, Clerk, City of Waterville
Date(s)/Location(s): March 17, 2020 – Augusta - Maine Municipal Association

STATE ELECTION LAW – TITLE 21-A – This full-day course is beneficial to municipal clerks who need to understand all aspects of administering state and federal elections on the municipal level. Topics include: Duties of the Election Official, Preparing for Election Day, Legal Requirements, Absentee Voting, Polling Place Layout, Election Day Duties, Accessible Voting, and Tabulating Results. This course is a mandatory course for the Maine Town & City Clerks' Association Certification Program and also satisfies the Secretary of State's mandatory training requirements.

Instructor(s): Patti Dubois, Clerk, City of Waterville (Orono only); Kim McLaughlin, Clerk, Town of Old Orchard Beach (Portland only); Julie Flynn, Office of the Secretary of State (Both locations)
Date(s)/Location(s): September 2, 2020 – Orono - Black Bear Inn; September 23, 2020 – Portland - Fireside Inn & Suites

TOWN MEETING & ELECTIONS (TITLE 30-A) – This full-day course is beneficial to municipal clerks, deputy and assistant clerks who need to understand all aspects of town meeting and election procedures. Select persons and moderators can also benefit from this class. Topics include: Warrants and Petitions, Secret Ballot, Meeting Preparation, Moderator's Role and Open Town Meeting. This course is a mandatory course for the Maine Town & City Clerks' Association Certification Program.

Instructor(s): Susan Skidgell, Deputy Clerk, Towns of Mapleton, Castle Hill, Chapman (Caribou only); Merton Brown, Clerk, Town of Kennebunk (Augusta only); MMA Legal Services Department (Both locations)
Date(s)/Location(s): February 12, 2020 – Caribou - Caribou Inn & Convention Center; February 25, 2020 – Augusta - Maine Municipal Association; Video Conference: Machias - University of Maine at Machias

Course Descriptions (cont.)

VERBAL JUDO – This special offering is a full-day course presented by MMA. If you work with the public and you ever find yourself in conflict situations – this is the class you should attend! This workshop will focus on conflict resolution techniques and how to handle conflict situations with expertise when they arise. This workshop is open to all municipal officials and employees. This course is an optional course for the Maine Town & City Clerks' Association Certification Program. To register for this special event, please visit MMA's Website: www.memun.org.

VITAL RECORDS – This full-day course is beneficial to municipal clerks, deputy and assistant clerks who need to understand all aspects of vital statistics. Topics include: History of Vital Statistics in Maine, State Registrar, Access to Vital Records, Certified Copies, Amendment of Vital Records, Births, Deaths and Marriages. This course is a mandatory course for the Maine Town & City Clerks' Association Certification Program.

Instructor(s): Merton Brown, Clerk, Town of Kennebunk (Portland only); Theresa Roberts and Becky Marston, Office of Vital Records (Both locations); Kim McLaughlin, Clerk, Town of Old Orchard Beach (Orono only)

Date(s)/Location(s): May 13, 2020 – Portland - Fireside Inn & Suites; August 5, 2020 – Orono - Black Bear Inn

VOTER REGISTRATION – This full-day course is intended for municipal clerks and assistant and deputy clerks who are required to have a full understanding of the voter registration process. Topics include: Election Officials and Their Responsibilities, Determining Voter Eligibility, Administering Voter Registration, Qualifications of a Voter, Working with the State CVR Program, Managing Lists and Reporting, Certifying Petitions, and other HAVA Requirements. This course is an optional course for the Maine Town & City Clerks' Association Certification Program and also satisfies the Secretary of State's mandatory training requirements.

Instructor(s): Patti Dubois, Clerk, City of Waterville (Orono only); Kim McLaughlin, Clerk, Town of Old Orchard Beach (Portland only); Julie Flynn, Office of the Secretary of State (Both locations)

Date(s)/Location(s): September 1, 2020 – Orono - Black Bear Inn; September 22, 2020 – Portland - Fireside Inn & Suites

~ Please use one form for each course participant ~

Registration Form *(check all that apply)*

Name of workshop	Date	Location
<input type="radio"/> Town Meeting & Local Election Law (Title 30A)	February 12	Caribou – Caribou Inn & Convention Center
<input type="radio"/> Town Meeting & Local Election Law (Title 30A)	February 25	Augusta – Maine Municipal Association
<input type="radio"/> Town Meeting & Local Election Law (Title 30A) - Video Conference <i>(This class shown by LIVE, interactive video conferencing in conjunction with Augusta session)</i>	February 25	Machias – University of Maine at Machias
<input type="radio"/> Records Management	March 17	Augusta – Maine Municipal Association
<input type="radio"/> New Clerks	March 24	Augusta – Maine Municipal Association
<input type="radio"/> Vital Records	May 13	Portland – Fireside Inn & Suites
<input type="radio"/> Licensing	May 19	Augusta – Maine Municipal Association
<input type="radio"/> Municipal Law for Clerks	June 23	Augusta – Maine Municipal Association
<input type="radio"/> Municipal Law for Clerks - Video Conference <i>(This class shown by LIVE, interactive video conferencing in conjunction with Augusta session)</i>	June 23	Caribou – Northern Maine Development Commission
<input type="radio"/> New Clerks	July 22	Orono – Black Bear Inn
<input type="radio"/> Vital Records	August 5	Orono – Black Bear Inn
<input type="radio"/> Voter Registration	September 1	Orono – Black Bear Inn
<input type="radio"/> State Election Law (Title 21-A)	September 2	Orono – Black Bear Inn
<input type="radio"/> 25 th Networking Day & Annual Business Meeting	September 15	Waterville – Waterville Elks Banquet & Conference Center
<input type="radio"/> Voter Registration	September 22	Portland – Fireside Inn & Suites
<input type="radio"/> State Election Law (Title 21-A)	September 23	Portland – Fireside Inn & Suites

Billing/Contact Information

BILLING INFORMATION:

Full Name: _____

Employer: _____

Billing Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

NAME BADGE INFORMATION: **Name badge will read as indicated here.*

First Name: _____

Last Name: _____

Primary Title: _____

(Please list one)

Employer: _____

Signature: _____

(By signing, you are acknowledging that you have reviewed and understand all terms and conditions in this catalog.)

Send registration form in one of the following ways:

Mail: MTCCA, 60 Community Drive, Augusta, ME 04330

Fax: (207) 624-0128

Online Registration: www.mtcca.org

Fees: Each class is \$60.00 per person for MTCCA members, or \$80.00 for non-members. Payment not required at time of registration, we will invoice after the event. If paying in advance, please make checks payable to MTCCA and mail with copy of registration form to: MTCCA, 60 Community Drive, Augusta, ME 04330.

OF CLASSES REGISTERED FOR: _____ **X FEE PER COURSE: \$** _____ **= TOTAL AMOUNT DUE: \$** _____



MTCCA Scholarship Program Application and Guidelines

Scholarship Program #1: MTCCA Scholarship

Scholarships from this program are made possible by the generous donations of the Portland Press Herald, Associated Press and Bangor Daily News with their thanks to municipal clerks for their assistance with early reporting results.

These scholarships are available to MTCCA members in good standing for the following:

- ***MTCCA Sponsored Classes***
- ***Annual Maine Secretary of State Elections Conference***
- ***General support of continuing professional education of municipal clerks, including training for management of elections***

Please read the following conditions to determine eligibility for a scholarship:

- Applicants must be a Municipal Clerk, Deputy Clerk, or Assistant Clerk
- Applicants must be a current member of the MTCCA in good standing
- Only one scholarship per person is awarded per calendar year
- Scholarships will be limited each year to one person per office with the Clerk having first preference, unless all of the funds have NOT been awarded and the annual limit has not been reached, then another applicant from the same office may be considered
- Scholarship applications should be filed thirty (30) days prior to the workshop/conference date and application should be sent with event registration form
- Scholarship applications received must be for workshops/conferences within the same calendar year as the date of the application
- Attendance requirement: If the MTCCA awards a scholarship and the recipient does not attend the class for any reason, the recipient is liable for any and all associated cancellation or class fees as determined by MMA's Administrative Staff. The scholarship funds shall be returned to the MTCCA treasury for future use. The recipient shall not be eligible for a second scholarship in the same calendar year

To apply for an MTCCA Scholarship, please fill out the application form and return to:

MTCCA Scholarship Committee
60 Community Drive
Augusta, ME 04330

Or Email the completed form to training@memun.org

For questions about this scholarship, please contact the MTCCA Office at 1-800-452-8786 or 207-623-8428.

Notification of scholarship award will be sent upon approval to scholarship applicant. For questions or to check the status of the scholarship application, please call the MTCCA Affiliate Office at 1-800-452-8786 (Augusta area: 207-623-8428).



MTCCA Scholarship Program Application and Guidelines

MTCCA Scholarship Application

Name:		Date of Application:	
Primary Municipal Job Title:		Phone:	Fax:
Municipality:		Number of Years in Current Job Position:	
Population:	Email:		
Mailing Address:			
I am a member in good standing of the Maine Town & City Clerks' Association for the current membership year: <input type="checkbox"/> Yes <input type="checkbox"/> No			
I am working toward my MTCCA Certification (Original, Re-Certification or Lifetime Certification): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Event:			
Date and Location of Event:			
Amount Requested:			
<input type="checkbox"/> Yes! I have remembered to attach the registration form for the event.			

(Applicant Signature)

(Date)

For Office Use Only:

Date Reviewed:	
Amount of Scholarship Awarded:	
Scholarship Rejected – Reason:	
Scholarship Chairperson – Print Name:	
Scholarship Chairperson – Signature:	



MTCCA Scholarship Program Application and Guidelines

Scholarship Program #2: D. Brenda Caldwell Scholarship

Scholarships from this program are made possible by the generous donation of D. Brenda Caldwell, a former Maine municipal clerk and advocate to the clerk profession.

These scholarships are available to Municipal Clerks in Maine for the following:

- ***MTCCA Sponsored Classes***

Please read the following conditions to determine eligibility for a scholarship:

- MTCCA membership is not a requirement for scholarship approval
- Applicants must be a Municipal Clerk, Deputy Clerk, or Assistant Clerk
- Only one scholarship per person is awarded per calendar year
- Scholarships will be limited each year to one person per office with the Clerk having first preference, unless all of the funds have NOT been awarded and the annual limit has not been reached, then another applicant from the same office may be considered
- Scholarship applications should be filed thirty (30) days prior to the workshop date and application should be sent with event registration form
- Scholarship applications received must be for workshops within the same calendar year as the date of the application
- Attendance requirement: If the MTCCA awards a scholarship and the recipient does not attend the class for any reason, the recipient is liable for any and all associated cancellation or class fees as determined by MMA's Administrative Staff. The scholarship funds shall be returned to the MTCCA treasury for future use. The recipient shall not be eligible for a second scholarship in the same calendar year

To apply for an MTCCA Scholarship, please fill out the application form and return to:

MTCCA Scholarship Committee
60 Community Drive
Augusta, ME 04330

Or Email the completed form to training@memun.org

For questions about this scholarship, please contact the MTCCA Office at 1-800-452-8786 or 207-623-8428.

Notification of scholarship award will be sent upon approval to scholarship applicant. For questions or to check the status of the scholarship application, please call the MTCCA Affiliate Office at 1-800-452-8786 (Augusta area: 207-623-8428).



MTCCA Scholarship Program Application and Guidelines

D. Brenda Caldwell Scholarship Application

Name:		Date of Application:	
Primary Municipal Job Title:		Phone:	Fax:
Municipality:		Number of Years in Current Job Position:	
Population:	Email:		
Mailing Address:			
I am working toward my MTCCA Certification (Original, Re-Certification or Lifetime Certification): <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>			
Name of MTCCA-sponsored workshop you wish to receive scholarship funds for:			
Date and Location of Event:			
Amount Requested:			
<input type="checkbox"/> Yes! I have remembered to attach the registration form for the event.			

(Applicant Signature)

(Date)

For Office Use Only:

Date Reviewed:	
Amount of Scholarship Awarded:	
Scholarship Rejected – Reason:	
Scholarship Chairperson – Print Name:	
Scholarship Chairperson – Signature:	



MTCCA Scholarship Program Application and Guidelines

Scholarship Program #3: IIMC/NEACTC Annual Scholarships

Annual Scholarships for MTCCA members to attend the annual IIMC Conference and/or NEACTC Conference are made possible by the MTCCA through the generous donations of the Portland Press Herald, Associated Press and Bangor Daily News with their thanks to municipal clerks for their assistance with early reporting results.

These scholarships are available to Municipal Clerks in Maine for the following:

- ***IIMC Conference (International Institute of Municipal Clerks)***
- ***NEACTC Conference (New England Association of City & Town Clerks)***

Please read the following conditions to determine eligibility for a scholarship:

- Application deadline for IIMC: Must be **received** by February 1 annually
- Application deadline for NEACTC: Must be **received** by September 1 annually
- Applicants must be a Municipal Clerk, Deputy Clerk, or Assistant Clerk
- Applicants must be a current member of the MTCCA in good standing
- Only one scholarship per person is awarded per calendar year
- Scholarships will be limited each year to one person per office with the Clerk having first preference, unless all of the funds have NOT been awarded and the annual limit has not been reached, then another applicant from the same office may be considered
- Scholarship applications received must be for the conference within the same calendar year as the date of the application
- Attendance requirement: If the MTCCA awards a scholarship and the recipient does not attend for any reason, the recipient is liable for any and all associated cancellation or class fees as applicable. The scholarship funds shall be returned to the MTCCA treasury for future use. The recipient shall not be eligible for a second scholarship in the same calendar year
- Scholarships will be awarded to students attending the IIMC Conference
- Scholarships awarded shall not exceed the total conference registration rate
- Applicants must have applied for funding from their municipality and been denied full funding – letter of denial from municipality must be included with application

To apply for an MTCCA Scholarship, please fill out the application form and return to:

MTCCA Scholarship Committee
60 Community Drive
Augusta, ME 04330

Or Email the completed form to training@memun.org

For questions about this scholarship, please contact the MTCCA Office at 1-800-452-8786 or 207-623-8428. Notification of scholarship award will be sent upon approval to scholarship applicant. For questions or to check the status of the scholarship application, please call the MTCCA Affiliate Office at 1-800-452-8786 (Augusta area: 207-623-8428).



MTCCA Scholarship Program Application and Guidelines

NEACTC/IIMC Annual Conference Scholarship Application

Name:		Date of Application:	
Primary Municipal Job Title:		Phone:	Fax:
Municipality:		Number of Years in Current Job Position:	
Population:	Email:		
Mailing Address:			
I am a member in good standing of the Maine Town & City Clerks' Association for the current membership year: <input type="checkbox"/> Yes <input type="checkbox"/> No			
I am working toward my MTCCA Certification (Original, Re-Certification or Lifetime Certification): <input type="checkbox"/> Yes <input type="checkbox"/> No			
List Name, Location and Date of NEACTC or IIMC Conference:			
Amount Requested:			
My municipality will pay the following toward my conference expenses: \$			
<p>In addition to this scholarship request, I am also applying for scholarship assistance from (select all that apply):</p> <p style="text-align: center;"> <input type="checkbox"/> IIMC <input type="checkbox"/> County Association <input type="checkbox"/> JOINT SCHOLARSHIP COMMITTEE (NEACTC) </p> <p><i>(Please Note: This application is not valid toward other scholarship programs. To apply for those scholarships, the applicable scholarship forms should be filled out and sent in to the applicable organization.)</i></p>			

(Applicant Signature)

(Date)

For Office Use Only:

Date Reviewed:	
Amount of Scholarship Awarded:	
Scholarship Rejected – Reason:	
Scholarship Chairperson – Print Name:	
Scholarship Chairperson – Signature:	

**State Association &/or
New England Association of City & Town Clerks (NEACTC)
New England Municipal Clerks Institute & Academy
(NEMCI&A)**

Scholarship Application

Yes No

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 letter of denial.
4. I am a member in good standing of my state association.
5. I am a member of the New England Association and my dues are paid in full.

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
Job Title/Municipality		Population
Address		
Email		
PH		FAX
Inst. Year _____	or Academy	If Academy, year graduated from Institute _____
I am applying for financial assistance for NEMCI		Amount Requested \$ _____
My municipality will pay \$ _____		Required \$75.00 deposit paid YES____NO____
I have _____ have not _____ applied to IIMC for scholarship funds.		IIMC will pay \$ _____

**Return this application, letter of denial and any necessary correspondence
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 rec'd _____	Date action taken _____
Amount Awarded \$ _____ OR _____	Reason for denial _____

* * * After state action, State Scholarship Chair forwards to NEACTC Joint Chair by **April 10, 2020** * * *

FOR USE BY NEACTC/NEMCI JOINT SCHOLARSHIP COMMITTEECHAIR ONLY

Date rec'd _____	Date action taken _____
Amount Awarded \$ _____ OR _____	Reason for denial _____

Scholarship Criteria

1. Scholarships shall be awarded to students attending NEMCI&A.
2. Applicant must be a Municipal Clerk or Deputy/Assistant Clerk.
3. Priority to first year Institute students.
4. An applicant must be a current member of their state association.
5. An applicant must be a member of NEACTC and must have paid dues in full at time of application.
6. Scholarship awards will be limited to one person per office with the Clerk having first preference.
7. Applicant shall disclose at the time of application whether they have applied for IIMC funds.
8. An applicant must have requested funds from their municipality and include a letter of denial for such funds.
9. Applicant is responsible for the \$75.00 registration deposit (*this amount not eligible for scholarship*).

1. Applicants should, after denial from municipality, *send this application to their state association for consideration*. A reason for denial or explanation must accompany this application.
2. Deadline for State Scholarship Chair to file applications with the Joint Scholarship Chair is **April 10, 2020**.
3. Joint Scholarship Chair will notify the applicant, NEACTC & NEMCI&A Treasurers by April 30, 2020.

Joint Scholarship Chair

Joint scholarship chair refers to the person responsible for awarding scholarship funds from NEACTC and NEMCI&A and does not imply joint responsibility with another person. This is a three-year appointment.

New England Scholarship Chair

MA	Dottie Powers 580 High Street Westwood, MA 02090	PH 781-355-8110 FAX 781-948-4573	dpowers@town.westwood.ma.us	State Scholarship Deadline January 31st
State Scholarship Chairs				
CT	Patricia Williams P.O. Box 548 Salisbury, CT 06068	PH 860-435-5182 FAX 860-435-5172	pwilliams@salisburyct.us	March 25th
MA	Robert E. Cutler, Jr. 40 South Street Foxborough, MA 02035	PH 508-543-1208 FAX 508-543-6278	bcutler@foxboroughma.gov	April 1st
NH	Sue E. McKinnon 65 Main Street Newfields, NH 03856	PH 603-772-5070 FAX 603-772-9004	suemckinnon@newfieldsnh.gov	March 29th
RI	Michelle Hardy 137 Roosevelt Ave Pawtucket, RI 02860	PH 401-728-0500 FAX 401-728-8932	mhardy@pawtucketri.com	March 1st
VT	Sandra Pinsonault P.O. Box 715 East Dorset, VT 05253	PH 802-362-4571 FAX 802-362-5156	dorsetclerk@gmail.com	March 15th
ME	Tammy O'Donnell 290 Tuttle Rd Cumberland, ME 04021	PH 207-829-5559 FAX 207-829-2214	todonnell@cumberlandmaine.com	