

TENNESSEE ASSOCIATION OF MUNICIPAL CLERKS AND RECORDERS APPLICATION FOR SCHOLARSHIP ASSISTANCE

1. Name _____

2. Title _____

3. Employer _____

4. Street Address or P.O. Box _____

5. City _____ State _____ Zip _____

6. Telephone: Home (____) _____ Office (____) _____ Fax (____) _____

7. _____ I am a member of TAMCAR.

_____ I want to become a member of TAMCAR. My application for TAMCAR membership and check for dues of \$_____ payable to TAMCAR is attached. (Applicant must be a member of TAMCAR at the time of applying for scholarship.)

8. Date assumed present position ____/____/____.

9. Other related municipal experience:

Municipality	Title	Years
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Education (Circle one) H.S. Grad 13 14 15 16 16+

Degrees _____

Other _____

11. _____ I plan to participate in the Tennessee Municipal Clerks Institute program which is scheduled to convene on ____/____/____.

_____ I plan to participate in the Advanced Academy program which is scheduled to convene on ____/____/____.

12. Have you previously attended an Institute or Academy program?

_____Yes _____No

13. Have you previously received scholarship funding from TAMCAR or IIMC? _____Yes _____No

14. Population of municipality _____

15. What are the approximate costs of the program you plan to attend?

Registration fee/tuition \$ _____

Lodging (if not included
in registration) \$ _____

Total \$ _____

16. Approximately what proportion (%) or amount (\$) of the total costs is your city likely to pay if you received a scholarship? _____ If you do not receive a scholarship? _____

Comments _____

17. Please describe those issues the Scholarship Committee should consider in assessing your municipality's financial condition and its ability or inability to fund the costs identified in question 15.

18. Please explain briefly your reasons for wishing to attend the Municipal Clerk Institute or the Advanced Academy. _____

19. Your application must be accompanied by a letter from your Mayor, Council or Manager supporting your attendance at the program; stating that in the event a scholarship is awarded, you will be given either administrative or annual leave to attend the program; and verifying the proportion/amount of the costs of attending the program, including lodging, that the municipality is likely to fund, or alternately, the financial inability of the city to fund any of these costs.

Does the document express support for the application? _____Yes

Does the document grant time off to attend the program? _____Yes

Does the document indicate the proportion/amount of the total costs and that your municipality cannot fully fund these costs? _____Yes

20. I understand that if a scholarship is awarded to me, it must be used for the program identified in question 11 and that registration fees will be sent directly to the Tennessee Municipal Clerks Institute or Advanced Academy. _____Yes

21. I request that any scholarship funds covering lodging be made payable _____ directly to me _____ to my municipality.

I understand that I am to provide an accounting to the TAMCAR treasurer for all lodging costs for which I receive scholarship funding and I agree to immediately return any excess funds advanced to me by TAMCAR. _____ Yes

22. I do hereby attest that the information submitted in and with this application is true and correct to the best of my knowledge.

Date _____

Signature of Applicant _____

Return this completed application to:

TAMCAR Scholarship Committee
c/o Debbie Caughron
City of Maryville
406 W. Broadway
Maryville, Tennessee 37801
Email: Dpcaughr@ci.maryville.tn.us
Fax (865) 681-5575

To be considered, the application must be **received at least one month prior to the program for which scholarship funding is requested.**

(Please complete all sections of the application. Failure to do so may result in disqualification.)