

MASSACHUSETTS TOWN CLERKS' ASSOCIATION CONFERENCE FUNDING AVAILABLE!

By Donna Hooper, 1st Vice President

The Massachusetts Town Clerk's Association holds three conferences per year in various locations throughout the Commonwealth as the primary means of communication for municipal clerks, to provide networking opportunities, to obtain information on current trends and services available from vendors, and to provide guidance and training to Massachusetts municipal clerks. These conferences support the mission of the Association - **“The MTCA shall be dedicated to the purposes of increasing the proficiency of Town Clerks and other local government officials, of strengthening the quality of local government through professionalism, and of promoting recognition of the importance of the office of the Town Clerk.”**

The MTCA Executive Board has taken action to provide nominal scholarships for MTCA conferences to assist clerks who may have difficulty obtaining financing from their communities to attend MTCA conferences.

Scholarship applications for attendees unable to obtain municipal support must be submitted no later than **December 18, 2009** for funding consideration for the upcoming MTCA Conference to be held **January 27, 28, 29, 2010** at the Sturbridge Host Hotel. Scholarship awards will be based upon applications received and funding available.

Please contact MTCA 1st Vice President Donna Hooper at dhooper@ci.lexington.ma.us with any questions.

MASSACHUSETTS CONFERENCE 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. It shall be the Scholarship Committee chaired by the 1st Vice President that shall award the scholarships.
3. Scholarship awards will be limited to one person per office with the Clerk having first preference.
4. Applicant must be a Town Clerk or Assistant Town Clerk.
5. An applicant must be a member of the MTCA.
6. An applicant must have requested funds from his/her municipality and include a letter of denial for such funds.
7. The deadline for filing an application with the 1ST Vice President shall be 30 days prior to conference.
8. Applicants within a 50-mile radius - scholarship will consist of registration fee and lunch. Applicants outside a 50-mile radius - scholarship will consist of registration, meals and hotel accommodations if requested.

MASSACHUSETTS TOWN CLERKS ASSOCIATION

**~ SCHOLARSHIP APPLICATION
FOR MTCA CONFERENCES ~**

- | | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| 1. I am a Town or an Assistant Town 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 have paid my annual dues to the Massachusetts Town Clerks' Association, have been a member for at least one year prior to the date of this application, and am currently a member in good standing. | _____ | _____ |

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. All applications must be received 30-days prior to the MTCA Conference.

Please note:

If you live within a 50-mile radius of the conference site, scholarship funding is limited to conference registration, lunch and travel expenses from your place of employment.

If you live outside a 50-mile radius from the conference site, scholarship funding may include registration, meals, travel expenses from your place of employment, and hotel accommodations.

NAME _____ DATE _____

ADDRESS _____ PHONE _____ FAX _____

JOB TITLE/TOWN _____ POPULATION _____

E-MAIL ADDRESS _____

AMOUNT REQUESTED \$ _____ to be matched with \$ _____
Paid by My Municipality _____ Myself _____ Other _____

**LIST AMOUNT OF FUNDING PREVIOUSLY RECEIVED by you or your Municipality
within past 5 years: \$ _____**

Return this application, letter of denial and any necessary letter of explanation to **the MTCA Scholarship Chair: Donna Hooper, 1st Vice President, MTCA, 1625 Massachusetts Ave., Lexington, MA 02420** at least 30 days prior to the conference.

FOR USE BY MTCA CONFERENCE SCHOLARSHIP COMMITTEE ONLY:

Date received: _____ Date action taken: _____

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