



**2009-10 LONE STAR CHAPTER  
TEXAS MUNICIPAL CLERKS ASSOCIATION  
SCHOLARSHIP APPLICATION**

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
City Address

\_\_\_\_\_  
City, State, Zip Code

How long have you been a City Secretary/Clerk? \_\_\_\_\_ Deputy? \_\_\_\_\_  
Department Employee? \_\_\_\_\_

Have you been employed continuously for the past 24 months in the capacity of city secretary/clerk, assistant/deputy city clerk/secretary, or as an employee reporting to the city secretary/clerk, or a combination of these positions?

Please list all city related experience, including date, title, and name of city.

\_\_\_\_\_

How long have you been a member of the Lone Star Chapter? \_\_\_\_\_

How long have you been a member of TMCA? \_\_\_\_\_

Are you in the TMCCP certification/recertification program? \_\_\_\_\_

Have you previously been awarded a Lone Star Chapter Scholarship? If "yes," what year?

\_\_\_\_\_

Briefly describe your city's financial need. \_\_\_\_\_

\_\_\_\_\_

How will your educational and professional goals be enhanced by receiving the Lone Star Chapter Scholarship?

\_\_\_\_\_

*I understand that if I am awarded the Lone Star Chapter Scholarship, it must be used by the end of the calendar year following the year in which the scholarship is awarded; and I commit to do so. I attest that information in this application is true and correct.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Application must be received by March 1, 2010. Send application to:

City of Parker, Attn: Carrie Smith  
5700 E Parker Road  
Parker, TX 75002  
972-442-6811 (phone)  
972-442-2894 (fax)  
[cmsith@parkertexas.us](mailto:cmsith@parkertexas.us)

**LONE STAR CHAPTER  
TEXAS MUNICIPAL CLERKS ASSOCIATION  
SCHOLARSHIP PROGRAM**

Purpose

The Lone Star Chapter encourages professionalism and continuing education of Texas municipal clerks by administering a scholarship program that pays up to \$500 for travel and registration costs incurred while attending a seminar sponsored by the Texas Municipal Clerks Association, Inc. and/or Texas Municipal Clerks Certification Program. The Scholarship Committee reviews applications and approves or denies the requests.

Eligibility Requirements

1. Applicant must be currently employed as a city clerk/secretary, assistant/deputy city clerk/deputy city secretary, or report to the city clerk/secretary.
2. Applicant must have been employed continuously for the past 24 months in the capacity of city clerk/secretary, assistant/deputy city clerk/deputy city secretary, or report to the city clerk/secretary.
3. Recipient(s) of any scholarship must be a paid member in good standing, attend a minimum of 5 meetings in the past 12 months, and agree to serve on a committee for the next year, provide an article for the newsletter, or be a speaker for a meeting to recap the information learned at the conference or seminar.

Application Requirements

1. Applicant must submit the prescribed application including financial need, and how educational and professional goals will be enhanced by completion of the seminar.
2. Scholarship funds shall be reimbursed directly to the applicant upon presentation of receipts. Alternative payment/reimbursement may be considered on a case-by-case basis.
3. The application must be received by the deadline date of March 1, 2010. Mail to:

*City of Parker, Attn: Carrie Smith  
5700 E Parker Road  
Parker, TX 75002  
972-442-6811 (phone)  
972-442-2894 (fax)  
[cmsith@parkertexas.us](mailto:cmsith@parkertexas.us)*

Limitations

One scholarship may be awarded each calendar year. If more than \$750 is raised in the previous fiscal year, an additional scholarship may be awarded. Should two scholarships be considered in one year, the first scholarship will be weighted toward awarding for TRMC certification or recertification; the second may be used for ARMA, IIMC (CMC, MMC) or any other educational seminar directly related to the functions of the City Secretary's Office. For any scholarship that is awarded, the recipient shall use the scholarship by the end of the calendar year following the year in which the scholarship is awarded. (For example: If the scholarship is awarded in May 2010, it must be used by December 31, 2011).

Action by Scholarship Committee

During May, the chair(s) of the Scholarship Committee shall submit a report to the President of the Lone Star Chapter naming the recipient. The recipient will be announced at the June meeting. The Secretary of the Lone Star Chapter will send a letter to applicants advising the outcome of the award and encouraging future application for a scholarship. The Lone Star Chapter President will send a congratulatory letter to the recipient.