



ANNUAL CONFERENCE SCHOLARSHIP POLICY AND PROCEDURES

Scholarships are awarded for attendance at the CCAC Annual Conference. Three scholarships are awarded, one each from the Northern (Regions 1, 2, 13, 14, 15, and 16), Central (Regions 3, 4, 5, and 12) and Southern (Regions 6, 7, 8, 9, 10, and 11) parts of the state.

The Immediate Past President is responsible for awarding the CCAC Annual Conference scholarships. The Immediate Past President shall notify CCAC members of the application period and provide the application. The application deadline should be set in order to allow for travel accommodations by scholarship recipients.

The Immediate Past President will review the applications and select the recipients from each Region set. All applicants shall be informed of the scholarship recipients approximately one month prior to the conference date. The Immediate Past President shall also inform the CCAC Treasurer and President of the scholarship recipients.

Payment will be made following the conference and upon submittal of receipts of expenditures. The CCAC Treasurer shall notify the scholarship recipient of additional specifics related to the award of scholarship including reimbursement process.

7.1 Criteria for Award of Scholarship:

1. Applicant must be a member of CCAC and be either a City Clerk, Deputy if City Manager serves as City Clerk, Board Clerk or District Clerk
2. Applicant must have not attended a previous CCAC Annual Conference
3. Applicant's organization must have limited City Funds available for attendance
4. Applicant must be current in CCAC membership dues

7.2 The following expenses are covered by the CCAC Annual Conference Scholarship:

1. CCAC Annual Conference Registration
2. Hotel for two nights - shared accommodations are encouraged
3. Transportation in an amount not to exceed \$200



Scholarship Application
CCAC Annual Conference

(Award subject to CCAC Executive Board Scholarship Policy for Annual Conference – Appendix VI)
Please Print or Type

Name _____

City _____ Title _____ Date appointed to current position _____

CCAC Region (insert Region number) _____

Business Address _____

Phone _____ Fax _____ E-mail _____

CCAC Membership _____ years

Certified Municipal Clerk (CMC)

IIMC Membership _____ years

Master Municipal Clerk (MMC)

Are you working towards your CMC or MMC? Yes No

College degree in related field (indicate degree) _____

Committee Service _____

Other Comments _____

Have you ever attended a CCAC Annual Conference: Yes No

Funding available in current year's budget for your travel, conferences, training, etc.

Attendance at Region Meetings Regular Seldom Never

If seldom or never, why? _____

I hereby submit this application for financial assistance to attend the CCAC Annual Conference in April. I understand my application will be evaluated based on criteria established by CCAC. The information supplied hereon is true and correct to the best of knowledge.

Signature _____ Date _____

Completed application should be emailed to the CCAC Immediate Past President at jjasso@ci.rio-vista.ca.us by March 16, 2018.

For Official Use Only
CCAC Membership Confirmed
Scholarship Awarded
Recipient Notified - Date _____