



**CCAC SCHOLARSHIP APPLICATION**  
**ROUND II** *(November 1 application deadline)*

**APPLICANTS MAY APPLY TO RECEIVE BOTH AN INSTITUTE SCHOLARSHIP AND AN EDUCATION COURSE SCHOLARSHIP DURING THIS ROUND USING A SINGLE APPLICATION**

**INSTITUTES**  
**Technical Training for Clerks – TTC**  
**Master Municipal Clerks Academy – MMCA**

**EDUCATION COURSES**  
**CCAC Nuts & Bolts**  
**CCAC Annual Conference**  
**MMC (1-Day) Academy Sessions**  
**IIMC Online Learning Institute Courses**  
**New Law and Elections Seminar**  
**Athenian Dialogues**

**PLEASE COMPLETE:**

1. Name (last, first): \_\_\_\_\_
2. Title: \_\_\_\_\_
3. Agency: \_\_\_\_\_
- Address \_\_\_\_\_
- City \_\_\_\_\_ Zip Code \_\_\_\_\_
- Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

If awarded, the scholarship reimbursement check should be paid to the order of: \_\_\_\_\_

4. Currently Enrolled in or Pursuing Certification: Yes    No    Expected Date of Certification \_\_\_\_\_  
 Certified Municipal Clerk (CMC)                      Date of current Certification (mo/yr) \_\_\_\_\_  
 Master Municipal Clerk (MMC)                      Date of current Certification (mo/yr) \_\_\_\_\_
5. CCAC Member Since (month/year): \_\_\_\_\_    IIMC Member Since (month/year): \_\_\_\_\_
6. Does your Agency provide funding for your educational training and conferences?    Yes    No  
 If so, how much is budgeted for you this year? \_\_\_\_\_
7. CCAC Offices held and Committees you've served on: \_\_\_\_\_  
 \_\_\_\_\_
8. Have you received a scholarship(s) from CCAC before? Yes    No    If yes, in what year(s) \_\_\_\_\_
9. Check the appropriate box(s) for the session(s) you are applying for

**Institute Options:**

**Education Course Options:**

March 2018 (Series 200) TTC		Nuts & Bolts – Northern CA	
February 2018 MMCA		IIMC Online Learning Institute Course	
June 2018 (Series 400) TTC		CCAC Athenian Dialogues	
		CCAC Annual Conference 2018	

**PLEASE COMPLETE THE FOLLOWING POINT STRUCTURE FOR YOUR APPLICATION:**

**POSITION:** Position selection is the applicant's actual job title and not the duties and responsibilities assigned. Choose only one.

- A. City Clerk/Board Clerk  
Assistant City Clerk, Deputy City Clerk or Chief Deputy City Clerk serving under  
City Manager with the title of City Clerk (35 points) \_\_\_\_\_
- B. Deputy or Assistant City Clerk/Assistant or Deputy Board Clerk (25 points) \_\_\_\_\_
- C. Any position other than the above (20 points) \_\_\_\_\_

**OTHER ITEMS:** Points are for each full year of membership, not fraction thereof.

- A. 1 point per year of CCAC membership (maximum of 15 points) \_\_\_\_\_
- B. 1 point per year of IIMC membership (maximum of 5 points) \_\_\_\_\_
- C. 1 Point Per Year for CCAC Officer or Committee Member (maximum of 10 points) \_\_\_\_\_

**SUBTOTAL** \_\_\_\_\_  
*(TO BE ADDED BELOW)*

**ADDITIONAL INSTITUTE POINTS:** Institute sessions completed (at time of application) and CCAC contributions.

- A. 25 points for first session completed;  
30 points for 2 or more completed \_\_\_\_\_

**INSTITUTE POINTS:** \_\_\_\_\_ + **SUBTOTAL FROM ABOVE:** \_\_\_\_\_

**TOTAL INSTITUTE SCHOLARSHIP POINTS:** \_\_\_\_\_

**ADDITIONAL EDUCATION COURSE POINTS:**

- A. Actively pursuing CMC/MMC (10 points) \_\_\_\_\_
- B. No budgeted monies for education (5 points) \_\_\_\_\_

**EDUCATION COURSE POINTS:** \_\_\_\_\_ + **SUBTOTAL FROM ABOVE:** \_\_\_\_\_

**TOTAL EDUCATION COURSE SCHOLARSHIP POINTS:** \_\_\_\_\_

I hereby submit this application for scholarship funding as available from CCAC and understand my application will be evaluated by the Professional Development Committee based on the scholarship policy established by CCAC. I hereby confirm that the information submitted on this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN COMPLETED APPLICATION TO:**

Dawn Abrahamson, CCAC Professional Development Director  
c/o City of Vallejo City Clerk's Office  
P.O. Box 3068, Vallejo, CA 94590

Email: [dawn.abrahamson@cityofvallejo.net](mailto:dawn.abrahamson@cityofvallejo.net) fax: (707) 648-4535

To be completed by Professional Development Director

Date received: \_\_\_\_\_ Date Granted \_\_\_\_\_ or Denied \_\_\_\_\_

Explanation for Denial \_\_\_\_\_

## Institute Scholarships and Education Course Scholarships

1. Applicant must be a member of CCAC in good standing at time of application and attendance of the educational session.
2. A limit of one Institute Scholarship and one Education Course Scholarship will be granted per person, per fiscal year (July 1– June 30), unless uncommitted monies remain for such requested additional scholarship.
3. Applicants must attain a minimum of 30 points. Scholarships will be distributed to those with the highest number of points and then in descending order.
4. If awardee is unable to attend the educational session for which the scholarship was granted, the scholarship may be utilized at another approved educational session held within the same fiscal year. Applicants must contact the Professional Development Director if they are unable to use their scholarship award.
5. Deadlines for submitting applications are June 1<sup>st</sup> for offerings held July through December (Round I), and November 1<sup>st</sup> for offerings held January through June (Round II).
6. Attendees will pay in advance for their educational session. Once the Professional Development Director has received verification of completion of the educational session, the CCAC Treasurer will reimburse awardee, or their city, as appropriate. Institute verification will be provided by the Institute Director, Education Course verification must be provided by the applicant.
7. Institute scholarships may be used for registration costs for Technical Training for Clerks or the Master Municipal Clerk Academy, and may be awarded for up to 33% of the total cost of the training (rounded to the nearest \$5).
8. Education Course Scholarships will be awarded for \$300 and may be used for the registration costs for CCAC Annual Conference, IIMC Online Learning Institute courses and New Law and Elections Seminar, or for the registration, lodging and bona fide travel costs to attend CCAC Nuts & Bolts Workshops, 1-day MMC Academy sessions and Athenian Dialogues.
9. The Professional Development Committee is given the discretion to consider and award full registration scholarships if funds are available.
10. Scholarship applications will be considered and points will be determined based on the following criteria:
  - Position Title
  - Years of CCAC and IIMC Membership
  - Institute Specific Criteria: Number of previous Institutes attended and number of years serving as CCAC Officer or CCAC Committee Member
  - Education Course Specific Criteria: Applicant actively pursuing certification and Agency not providing funding for education
11. If there is a tie in point totals between applicants, tie breaking factors will be used in this order: the length of CCAC membership, seniority of position, drawing of application by lot.