



Alaska Association of Municipal Clerks

c/o Alaska Municipal League
217 Second Street, Suite 200
Juneau, AK 99801
Fax: **907-463-5480**

Jean Lewis, 2010 Institute Scholarship Committee Chair
Phone: 907-224-4045 E-mail: clerk@cityofseward.net

February 26, 2010

Dear Clerk, Deputy Clerk or Clerk-Treasurer:

Education of clerks statewide is a primary goal of the Alaska Association of Municipal Clerks (AAMC). To assist with this goal, AAMC has applied for grant funding from the Denali Commission to support scholarships for rural Alaska Clerks to attend the Northwest Clerks Institute at the University of Puget Sound in Tacoma, Washington. AAMC is also contributing scholarship funds from our fundraising efforts to assist larger municipalities seeking assistance.

The Northwest Clerks Institute will be offering three training sessions from June 6 through June 25, 2010. Learn more at <http://capps.wsu.edu/nci>.

-Professional Development I	June 6 – June 11, 2010
-Professional Development II	June 13 – June 18, 2010
-Professional Development III	June 20 – June 25, 2010

If successful in obtaining the grant, AAMC will be awarding scholarships to rural clerks for airfare, and registration expenses, and possibly room and board expenses, depending on available funds. For clerks from larger communities, AAMC will also be awarding scholarships for airfare and registration only. Please see the enclosed guidelines for details.

Scholarship applications must be received by **April 9, 2010** to be considered. Please **FAX** your scholarship application to:

Alaska Association of Municipal Clerks
c/o Alaska Municipal League
Attn: Betty Svensson
Fax: 907-463-5480

We are opening this scholarship process without a guarantee that funds will actually be available for the program. AAMC should know by Mid-April if the grant request is successful. It is imperative to conduct this application process now in order to allow time to receive and process applications. If you have any questions on the scholarship information, please do not hesitate to contact me at the phone number or email address above. **WE ENCOURAGE YOU TO APPLY.**

Sincerely,

Jean Lewis, CMC
2010 Institute Scholarship Committee Chair

**ALASKA ASSOCIATION OF MUNICIPAL CLERKS
2010 NORTHWEST CLERKS INSTITUTE SCHOLARSHIP PROGRAM**

PURPOSE

To provide education and encourage professionalism of Alaska Clerks by awarding financial scholarships to qualified applicants, who without assistance would be unable to attend an Institute. Further, completion of the three-year Institute is essential to clerks to receive the designation of Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC) that attests to the professional quality and competency of our Alaskan Clerks.

GUIDELINES

The following criteria shall be considered by the Institute Scholarship Committee and judged according to the information provided. Applications must be received by 5 p.m. on the application deadline to be considered and are considered within the limitations of scholarship funds available.

Eligibility:

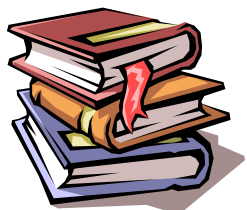
- ☐ Applicant must be a municipal clerk, deputy clerk, or clerk-treasurer.
- ☐ Only one applicant per municipality.
- ☐ Certified Municipal Clerks or those who have completed an Institute or have at least 50 education points that will go toward your certification are not eligible.
- ☐ If not a member of AAMC, a complementary one-year membership will be provided.

Application Must Contain:

- ☐ Completed application form that must be received no later than **April 9, 2010**.
- ☐ A brief statement explaining why the scholarship is needed.
- ☐ A statement of support from your municipality allowing attendance at the Institute in the event the applicant is awarded a scholarship (form enclosed in this mailing).

General Information:

- The intent of this program is to provide professional training to clerks who might not otherwise have funding or access to certified training courses.
- Scholarships may be awarded to the same applicant up to a maximum of three years; however, new applications must be submitted each year.
- The scholarship will apply towards air transportation using the least expensive airfare available, (i.e. **supersaver, coach 21-day advance fare**) and **early** registration fee for the institute.
- The municipality or applicant must pay the cost of the airfare and registration **upfront and only upon notice that grant funds have been awarded**. AAMC will reimburse the municipality or applicant the scholarship amount awarded only when the applicant provides receipts indicating purchase following notice of grant award, certification of participation, and a completed evaluation form to AAMC by **June 25 for PDI & PDII, and June 29 for PDIII**.
- Applications will be evaluated according to an established point system.
- Scholarships will be announced by **April 23, 2010 or following notification from the Denali Commission regarding the award of the grant to AAMC**.
- In the event of a cancellation, the applicant is requested to notify AAMC by **May 1, 2010** so other applicants may be considered.
- The Northwest Clerks Institute will be held in June 2010 at the University of Puget Sound in Tacoma, Washington.



ALASKA ASSOCIATION OF MUNICIPAL CLERKS
2010 SCHOLARSHIP APPLICATION
NORTHWEST CLERKS INSTITUTE

APPLICATIONS MUST BE RECEIVED BY: **APRIL 9, 2010 at 5 P.M.**

Your Name: _____ Title: _____

Municipality: _____

Municipality Address: _____

Phone Number: _____ E-mail Address: _____

Date Assumed Current Position: _____ Population of Municipality: _____

Estimated Airfare from your City to Seattle (supersaver, coach 21-day advance fare): \$ _____

Position is: ☐ full-time ☐ part-time If part-time, number of hours worked: _____

Are you a certified municipal clerk, or do you have at least 50 education points that will go toward your certification? ☐ no ☐ yes

I have been a member of the Alaska Association of Municipal Clerks for _____ years.

Or ☐ I would like a complementary one-year membership.

I have attended ☐PDI ☐PDII ☐PDIII Were scholarships received? _____

Please answer the following questions:

- *Why are you seeking this scholarship?* _____

➤ *What areas in your job do you need specific training or education?* _____

ACKNOWLEDGEMENT

I hereby attest that the information submitted in and with this application is true and correct to the best of my knowledge and hereby apply for scholarship funds from the Alaska Association of Municipal Clerks to attend the Northwest Clerks Institute in Tacoma, Washington. I understand that my municipality or myself must pay the costs of air travel and institute registration fees **upfront** and in order to be reimbursed, receipts, certification of participation, and a completed evaluation form must be submitted by **June 25, 2010 for PD1 and PD2, and June 29, 2010 for PD3**, to be eligible for reimbursement. I agree to notify AAMC of any cancellation by **May 1, 2010** so others eligible for a scholarship may be considered. I further understand that AAMC shall not be responsible for any cost associated with my cancellation.

Signature of Applicant

Date

Please **FAX** completed application with accompanying material to:

Alaska Association of Municipal Clerks
c/o Alaska Municipal League, Attn: Betty Svensson
Fax to: 907-463-5480

**STATEMENT OF SUPPORT
BY MUNICIPALITY**

By signing below, I acknowledge that our applicant, _____, is applying for an Alaska Association of Municipal Clerks Scholarship to attend the Northwest Clerks Institute in Tacoma, Washington in June 2010. If awarded, our municipality will allow our applicant to attend the Northwest Clerks Institute.

I understand that upon being selected for this scholarship, our municipality must pay the costs of air transportation and the institute registration fees upfront, and only following notice of award of the scholarship in order to be reimbursed. In order for our municipality to be reimbursed, our applicant must provide receipts for air travel and registration, certification of participation, and a completed evaluation form to AAMC by **June 25, 2010 for PD1 and PD2, and June 29, 2010 for PD3,** to be eligible for reimbursement. I further understand that our municipality may be responsible for other expenses not associated under this grant.

I acknowledge that our applicant will notify AAMC of any cancellation by **May 1, 2010** so that others eligible for a scholarship may be considered. I also acknowledge that AAMC shall not be responsible for any cost associated with our applicant's cancellation.

Our municipality is dedicated to higher education and professionalism for our staff and supports training opportunities offered by the Alaska Association of Municipal Clerks.

Mayor or Manager Signature

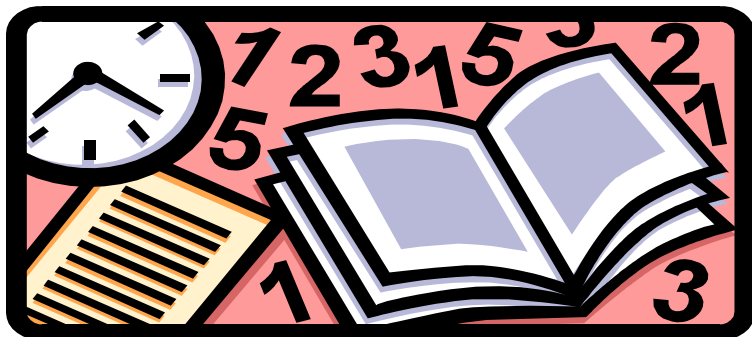
Date

Phone Number: _____

E-mail Address: _____

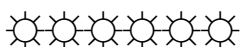


APPLICATIONS ARE DUE APRIL 9, 2010



COURSE DESCRIPTION AND ADDITIONAL INFORMATION ON THE NORTHWEST CLERKS INSTITUTE:

[HTTP://CAPPS.WSU.EDU.NCI](http://capps.wsu.edu.nci)



QUESTIONS OR CONCERNS REGARDING THE SCHOLARSHIP APPLICATION PROCESS?

Contact the 2010 NCI Scholarship Committee Members:

- Jean Lewis (907) 224-4045 clerk@cityofseward.net
- Melissa Jacobsen (907) 235-8121 ext 2227 [mjacobson@ci.homer.ak.us](mailto:mjacobsen@ci.homer.ak.us)
- Kapryce Manchester (907) 697-2451 clerk@gustavus-ak.gov
- Laurie Sica (907) 586-0216 lauri_sica@ci.juneau.ak.us
- Jessica Kilborn (907) 486-9310 jkilborn@kodiakak.us
- Kacie Paxton (907) 228-6604 kaciep@kgbak.us

