

## **NEW MEXICO MUNICIPAL LEAGUE CLERKS CERTIFICATION INSTITUTE SCHOLARSHIP ELIGIBILITY REQUIREMENTS**

A limited number of scholarships are available to New Mexico Municipal Clerks and Finance Officers. The purpose of these scholarships is to permit eligible individuals with a demonstrated financial need to attend the Institute. The scholarship amount will be between \$100.00 to \$750.00 based on each individual's need. You will be expected to furnish your own transportation and meals not included in the registration fee. The \$750.00 registration fee will cover all costs including tuition, course materials, instructors, your municipality's IIMC annual membership dues, lodging (double occupancy-room sharing), and Sunday and Thursday Dinners, and daily lunches for the one-week Institute.

### **You may apply for a scholarship if you meet the following requirements:**

1. Candidate must be either a clerk, clerk-treasurer, or a deputy clerk of a municipality.
2. Candidate must be a member in good standing of the New Mexico Municipal Clerks and Finance Officers Association (membership dues paid for FY 2016-2017).
3. Candidate must be a member of the International Institute of Municipal Clerks (annual membership fee is included in the Institute registration).
4. The candidate's municipality must be eligible for funds under the Small Cities Fiscal Assistance Act.
5. Candidate must write a full page Narrative demonstrating a willingness to complete the program and explain how you and your municipality will benefit from it as well as demonstrate interest and support of the New Mexico Municipal League and the New Mexico Municipal Clerks and Finance Officers Association (extremely important for consideration of Scholarships for deputy clerks).
6. Candidate must submit a letter from the Governing Body permitting the clerk/deputy clerk to attend the three-year Certification program, including time off from the job.
7. Candidate must submit a Resume or a brief Biography for the purpose of obtaining work experience and background.

**NOTE:** Scholarship Awardees will serve as members of the CFOA Fund Raising Committee.

**IMPORTANT: If you meet the basic criteria, please complete the scholarship application, attach the required documents -- Narrative (#5), Governing Body Letter (#6), and Resume or Bio (#7) and RETURN THEM TO LINDA ALIRE-NARANJO AT THE NEW MEXICO MUNICIPAL LEAGUE NO LATER THAN FRIDAY, SEPTEMBER 23, 2016.**

The applications will be reviewed by the Scholarship Committee listed below:

- ♦ Jini Turri, MMC, Incoming President - Clerks & Finance Officers Association, Administrator/Clerk-Treasurer – Village of Cloudcroft
- ♦ Gene V. Henley, Associate Director - UNM School of Public Administration
- ♦ Tim Keller, New Mexico State Auditor
- ♦ Rick Lopez, Director - Local Government Division - DFA
- ♦ Linda Alire-Naranjo, Program Development & Training Director - New Mexico Municipal League

RETURN TO: Linda Aire-Naranjo  
Program Development & Training Director  
New Mexico Municipal League  
P.O. Box 846  
Santa Fe, NM 87504

DEADLINE: September 23, 2016

**APPLICATION FOR SCHOLARSHIP FROM THE  
NEW MEXICO CLERKS AND FINANCE OFFICERS ASSOCIATION**

For Clerks Certification Institute Co-Sponsored by:  
**NEW MEXICO MUNICIPAL LEAGUE, UNIVERSITY OF NEW MEXICO  
AND NEW MEXICO CLERKS & FINANCE OFFICERS ASSOCIATION**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please answer the following questions and sign below:

1. Are you a paid member of the New Mexico Municipal Clerks & Finance Officer Association?  
For how many years? \_\_\_\_\_ (Membership is required for FY 2016-2017)
2. How long have you held your present position? \_\_\_\_\_
3. Have you received any prior training while serving in your position? \_\_\_\_\_
4. What is the budget for your clerk's office? \_\_\_\_\_
5. How many work in the clerk's office? \_\_\_\_\_
6. How much is budgeted for training and travel for the clerk's office? \_\_\_\_\_  
Is this amount only for your department or for all departments? Please **specify who is covered:**  
\_\_\_\_\_
7. Have you received a current Scholarship from IIMC/MCEF?  Yes  No  
**If yes**, what is the amount you were awarded and when? \_\_\_\_\_
8. Have you ever received a Scholarship(s) from the NM Municipal Clerks & Finance Officers Association?  
 Yes  No **If yes**, what was the amount you were awarded and when? \_\_\_\_\_
9. Please let us know if you are a first, second or third year participant in the Institute? \_\_\_\_\_
10. Additional Comments (anything that is pertinent to your selection for a scholarship). \_\_\_\_\_  
\_\_\_\_\_

**BE SURE TO ATTACH NARRATIVE AND GOVERNING BODY LETTER.**

I understand that a scholarship covers the registration fee and lodging for five (5) nights (double occupancy-room sharing) for the Institute. I will be responsible for my own transportation and meals not included in the registration fee.

\_\_\_\_\_  
Signature

**NOTE: Also submit your Participant Registration Form along with this form, etc.**