



**Connecticut Town Clerks Association
Scholarship Application 2018 Classes**

NAME:
Mailing Address:

POSITION:

Phone:
Fax:

Email:

PROFESSIONAL ASSOCIATIONS

Please check all boxes that apply:

- Connecticut Town Clerks Association New England Association of City and Town Clerks

PROFESSIONAL DESIGNATIONS

Please check all boxes that apply:

- Certified Connecticut Town Clerk Certified Municipal Clerk Master Municipal Clerk

SCHOLARSHIP REQUESTS

Town Clerk Certification Class - May 2018

Town Clerk Certification Class - Dec 2018

Classes w/year completed LR _____ VR _____ ELEC _____ REM _____ MISC _____

Will you be taking the December Class this year? Yes No

- | | |
|--|--------------------------------|
| <input type="checkbox"/> *Advanced Town Clerk Academy (1 day) - **April 2018 | points completed () |
| <input type="checkbox"/> *Advanced Town Clerk Academy (1 day) - **May 2018 | points completed () |
| <input type="checkbox"/> *Advanced Town Clerk Academy (1 day) - **August 2018 | points completed () |
| <input type="checkbox"/> *Advanced Town Clerk Academy (1 day) - **September 2018 | points completed () |
| <input type="checkbox"/> *Advanced Town Clerk Academy (1 day) - **December 2018 | points completed () |
| <input type="checkbox"/> *New England Municipal Clerks' Institute | (NEMCI&A) level 1, 2 or 3 |
| <input type="checkbox"/> *New England Municipal Clerks' Academy | (NEMCI&A) level 1, 2 or 3 |
| <input type="checkbox"/> *NEMC Conference | first time attendee __Yes __No |
| <input type="checkbox"/> *IIMC Conference | first time attendee __Yes __No |

***Prerequisite is CCTC Please send copy of Certificate**

CERTIFICATION

I, the undersigned applicant for a Connecticut Town Clerks' Association Scholarship, certify that I am a member of the requisite organization and that I have achieved the levels of professional development indicated.

Applicant's Signature

Date:

CERTIFICATION OF FINANCIAL RESTRICTION

I, the undersigned, certify that there are financial restrictions on the applicant's ability to attend the indicated education program without the assistance of a Connecticut Town Clerks' Association Scholarship. **(Applications will not be accepted if this area is not completed by the appropriate authority-ie:Chief Financial Officer)**

Name and Title

Date:

SCHOLARSHIP SCHEDULE:

September 15th Applications available.

November 15th Deadline for submitting all applications.

December 1st Scholarship Committee decisions due.

MAIL APPLICATION BEFORE NOVEMBER 15th TO:

**Linda R. Amerighi – Chair
Sharon Town Clerk
63 Main Street, PO Box 224
Sharon, CT 06069-0224
860-364-5224
sharontownclerk@yahoo.com**

Lisa Dalton
Town Hall
37 DeForest Street
Watertown, CT 06795-2200
860-945-5230
daltonl@watertown.org

Cheryl L. Pinkos
Bridgewater Town Clerk
PO Box 216
Bridgewater, CT 06752-0216
860-354-5102
cpinkos@bridgewater townhall.org

VACANCY

Five Modules for CCTC:

1. Land Records - LR
2. Vital Records – VR
3. Elections – ELEC
4. Records Management - REM
5. Miscellaneous Records/Other Duties – MISC

Spring Conference – Friday – Advanced Academy
Spring Classes held at CCSU in May - First Day for CCTC certification – Second for Advanced Academy
Fall Class held at CCSU in August is for Advanced Academy
Fall Conference – Friday – Advanced Academy
Fall Classes held at CCSU in Dec. – First Day for CCTC certification – Second for Advanced Academy

The Association is committed to improving the professionalism and performance of its members, and encourages everyone to acquire the skills and knowledge that can make you and our profession the best we can be.

The scholarship program is open to all Connecticut town clerks, assistants, and office staff who are association members in good standing. To qualify for a continuing education or IIMC Conference scholarship, IIMC membership is required. To qualify for a New England Institute Scholarship, membership in the New England Association of City and Town Clerks is also required.

Scholarships are generally for \$100, with the possibility of an extra \$100 if reserve funds from the previous year are available.

****One month after the awarded event, proof of successful completion must be submitted to the Scholarship Committee chair, who will then notify the treasurer to reimburse.**

Please note: It is your responsibility to forward a copy of the certificate. In the past I have taken the initiative to call, this will no longer be the case. If I do not receive the certificate-reimbursement will not be made.