



Alaska Association of Municipal Clerks
2023 AAMC Scholarship Committee
c/o CBJ Deputy City Clerk
155 S. Seward Street
Juneau, AK 99801

September 6, 2023

Dear Alaska Clerk:

The Alaska Association of Municipal Clerks (AAMC) aims to recognize and promote the professionalism of the Municipal Clerk's office in Alaska, and to do this, we provide training and networking opportunities. AAMC is excited to announce scholarships for attendance at the 2023 AAMC Conference, scheduled for December 3 – 5 in Anchorage.

AAMC Memorial Scholarship: Each scholarship recipient will be awarded free Early-Bird Registration (\$350 value) and up to \$475 to defray travel costs. **You must be a dues-paid member of AAMC and be a Municipal Clerk or work under the direction of the Municipal Clerk to qualify for the scholarship.** If you are not a current AAMC member, join at <https://www.alaskaclerks.org/general/webform/online-membership-application>.

President Brenda Henry has chosen this year's conference theme as "*Dare Greatly*". There will be fun, food, companionship, and educational sessions that will help you excel in your job. The conference schedule includes these events:

- **Sunday, December 3, Advanced Academy – Brenda Viola of [Vici Communications LLC](#)** *Note: You or your municipality will be responsible for the registration fee for this event, the registration fee for Academy is **not included** in the scholarship award.*
- **Monday and Tuesday, December 4 & 5, AAMC Annual Conference** – The Education Committee has once again created two days full of amazing classes and break-out sessions. Please see the [registration packet](#) for full details.

Conference registration information is available at www.alaskaclerks.org. Scholarship recipients will receive **free early conference registration (\$350 value) if registered by November 1.** If you are awarded this scholarship, **DO NOT** pay for conference registration when you register. If you plan to attend the Advanced Academy, you or your municipality are responsible for registration costs as it is not included in the scholarship award.

We are sure to have a lot of fun, while honing our skills and meeting old and new friends. You are guaranteed to return to your community with good ideas and a fresh perspective.

Scholarship applications must be submitted and received by **5:00 p.m., Friday, October 13** to be considered. Please email or mail your scholarship application to:

City & Borough of Juneau
Attn: Di Cathcart
155 S. Seward Street
Juneau, AK 99801
Email: di.cathcart@juneau.gov

Notification of awards will be made on Monday, October 23, 2023. If you have any questions about the scholarship, please do not hesitate to contact a Scholarship Committee member; contact information for each member is on page four of this application packet.

Sincerely,
2023 AAMC Scholarship Committee

**ALASKA ASSOCIATION OF MUNICIPAL CLERKS
ANNUAL MEMORIAL SCHOLARSHIP PROGRAM
2023 AAMC CONFERENCE, December 3-5, 2023**

PURPOSE

To provide education and encourage professionalism of Alaska Municipal Clerks by awarding financial assistance to qualified applicants, who without this assistance would be unable to attend the Annual Conference.

GUIDELINES

The following criteria shall be considered by the Scholarship Committee and will be scored according to the information provided. Applications will be considered in order of date received and within the limitations of scholarship funds available.

Eligibility:

- Applicant must be a municipal clerk, deputy clerk, clerk-treasurer, or in a position working directly under the supervision of the municipal clerk with the duties and responsibilities of a municipal clerk.
- **Applicant must be a 2023 dues-paid member of AAMC.** Membership application information is available at <https://www.alaskaclerks.org/general/webform/online-membership-application>

Application Requirements:

- Scholarship application submissions must be received no later than **Friday, October 13, at 5:00 p.m.**
- Applicants must attach a letter from their municipality (signed by the supervisor who is authorized to support your attendance at the Annual Conference in the event a scholarship is awarded (mayor, city manager, presiding officer or municipal clerk). The letter must include a statement that the governing body or administration will not fully fund attendance at the conference.
- In order to be considered, applicants must attach **proof** of travel cost estimate to and from Anchorage.

General Information:

- The AAMC Memorial Scholarship is a reimbursable award up to \$475, which will be reimbursed following proof of transportation costs and attendance at the AAMC Annual Conference in Anchorage. In addition, scholarship recipients will receive free early registration for the conference only (up to \$350 value) if registered by Wednesday, November 1, 2023. Following the conference, proof of attendance must be signed by the AAMC President and must be submitted to Di Cathcart, Scholarship Committee Chair, for issuance of a reimbursement. A reimbursement form will be provided with the scholarship award letter, and it must be submitted no later than **December 15, 2023**, to receive reimbursement funds.
- Applications will be evaluated according to an established point system.
- Applicants will be notified by Monday, October 23, 2023, of scholarship awards. The last day to register for the AAMC Conference without a late penalty is Wednesday, November 1, 2023. Scholarship recipients who register after that deadline will be responsible for the additional \$50 fee.

Enclosures:

2023 Scholarship Application Form

AAMC MEMORIAL SCHOLARSHIP APPLICATION FORM 2023 ANNUAL CONFERENCE

SUBMISSION OF THIS APPLICATION DOES **NOT REGISTER YOU FOR THE CONFERENCE. THE \$350 CONFERENCE REGISTRATION FEE WILL BE WAIVED FOR SCHOLARSHIP RECIPIENTS, BUT YOU MUST STILL REGISTER FOR THE CONFERENCE BY NOVEMBER 1, 2023

THIS APPLICATION FORM AND ATTACHMENTS MUST BE RECEIVED NO LATER THAN
October 13, 2023, 5:00 P.M.

To be eligible you must be a current, dues paid member of the Alaska Association of Municipal Clerks (AAMC)

Are you a 2023 (dues-paid) member of the Alaska Association of Municipal Clerks? Yes No

If you are not a member, visit www.alaskaclerks.org.

Name: _____

Employed By: _____

Business Address: _____

Phone Number: _____ E-mail Address: _____

Population of Municipality: _____ Job Title: _____

Are you the Municipal Clerk? Yes No If you are not, do you work in the Municipal Clerk's Office? Yes No

If you are not the Municipal Clerk and do not work in the Clerk's Office, please explain: _____

Position is: full-time part-time – If part-time, provide the number of hours worked per week: _____

Date Assumed Current Position: _____

Other Municipal Positions and Position Title:	Dates of Service:

Estimated travel cost from your community to Anchorage: \$ _____. **Proof of travel estimate must** be attached to this application in order to be eligible for the scholarship.

Have you attended an AAMC Conference event in the past? If so, year(s) attended _____

Are you a Certified Municipal Clerk (CMC) or a Master Municipal Clerk (MMC)? None CMC MMC

Have you received an AAMC Conference scholarship within the past three years? _____. If yes, please indicate which years (check all that apply): 2020 2021 2022

In addition to the Conference, do you plan to attend the Academy on Sunday, December 3? Yes No

Are you a current member of the International Institute of Municipal Clerks (IIMC)? Yes No

Please attach a typed, double-spaced statement addressing the following:

1. **Discuss how you believe this training will benefit you in your position.**
2. **Describe the financial need prompting you to seek this scholarship opportunity.**
3. **Are you actively involved with an AAMC Committee?** Yes No. **If yes, attach a statement explaining your involvement with AAMC.**

In order to be eligible for this scholarship, you must also attach a letter from your municipality signed by the supervisor who is authorized to support your attendance (mayor, city manager, presiding officer or municipal clerk) at the Annual Conference in the event you are awarded a scholarship. The letter must include a statement that the governing body or administration will not fully fund attendance at the conference.

APPLICATION DEADLINE: FRIDAY, OCTOBER 13, 2023
****NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED****

THE FOLLOWING ITEMS LISTED ON APPLICATION CHECKLIST MUST BE INCLUDED WITH YOUR APPLICATION:

- | | |
|--|---|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Letter of Support from Municipality |
| <input type="checkbox"/> Supporting Documentation for Travel Cost Estimate | <input type="checkbox"/> Typed Response to Items 1-3 on the Application |

I attest that the information submitted in and with this application is true and correct to the best of my knowledge; I hereby apply for scholarship funds from the Alaska Association of Municipal Clerks to attend the 2023 Annual Conference December 4 & 5 in Anchorage, Alaska.

Signature of Applicant: _____ Date: _____

email, or mail a completed application with accompanying material
to be received no later than **Friday, October 13, 2023, at 5:00 p.m.**, to:
Alaska Association of Municipal Clerks
City & Borough of Juneau
Attn: Di Cathcart, Deputy City Clerk
155 S. Seward Street
Juneau, AK 99801
Email: di.cathcart@juneau.gov

*****Contact Di if you do not receive an email confirming receipt of your application*****

If you have questions, please contact an AAMC Scholarship Committee member:

Diane Cathcart, Chair di.cathcart@juneau.gov	Deputy Clerk City/Borough of Juneau	907-586-5278 work 907-988-2166 cell
Sara Peterson, MMC sara.peterson@cityofsitka.org	Municipal Clerk City/Borough of Sitka	907-747-1811
Karissa Sleppy Karissa.sleppy@anchorageak.gov	Administrative Assistant Municipality of Anchorage	907-343-4326
Kim Stanker, MMC kims@ktn-ak.us	City Clerk City of Ketchikan	907-228-5604
April Trickey, CMC atrickey@fnsb.us	Borough Clerk Fairbanks North Star Borough	907-459-1401