



**Alaska Association of Municipal Clerks**  
c/o Alaska Municipal League  
One Sealaska Plaza, Suite 200  
Juneau, AK 99801

February 7, 2024

Dear Clerk, Deputy Clerk, Clerk/Treasurer or Assistant Clerk:

The job of Municipal Clerk has many challenges, responsibilities and grows more complex each year. Education of clerks statewide is a primary goal of the Alaska Association of Municipal Clerks (AAMC). To assist with this goal, AAMC is offering scholarships for Alaska Clerks to attend the Northwest Clerks Institute (NCI) at the University of Puget Sound in Tacoma, Washington.

The International Institute of Municipal Clerks (IIMC) grants the Certified Municipal Clerk (CMC) designation to Clerks who have completed three professional development sessions at NCI and who have fulfilled other experience requirements. Everyone who completes the Institute receives a certificate from the NCI Director, which meets a portion of the education requirements for certification.

NCI is offering Professional Development Training sessions from June 2 through June 21, 2024. To learn more about the Institute and the courses offered, please visit the NCI website at:

<https://na.eventscloud.com/website/67133/>

- Professional Development I June 2 – 7, 2024
- Professional Development II June 9 – 14, 2024
- Professional Development III June 16 – 21, 2024
- Professional Development IV June 10 – 13, 2024

The University of Puget Sound provides a perfect setting for learning. Session attendants stay in private rooms within dorm suites with shared bath and kitchen facilities, eat delicious meals in the dining hall, and have plenty of time to make new friends and establish relationships with Clerks from Alaska, Washington and Oregon. Classes are held in the historic ivy-covered buildings on the beautifully landscaped grounds.

AAMC is offering **reimbursement scholarships for PD I – III**, applicants who are selected **will be reimbursed up to \$1,800**. Reimbursements, based on actual expenses incurred, include the cost of early registration \$750; the housing/meal package \$650 and up to a \$400 travel allowance. Please see the enclosed guidelines for details.

AAMC is offering **reimbursement scholarships for PD IV**, the applicant selected **will be reimbursed up to \$1,525**. Reimbursements, based on actual expenses incurred, include the cost of early registration \$650; the housing and meal package \$475 and up to a \$400 travel allowance. Please see the enclosed guidelines for details.

Completed Scholarship applications and all required attachments must be received by **5:00 p.m. Wednesday, February 28, 2024**. Please submit your scholarship application via mail or email to:

**Alaska Association of Municipal Clerks**  
C/O CBJ-City Clerk's Office Attn: Di Cathcart  
155 Heritage Way. Juneau, AK 99801  
Email: [di.cathcart@juneau.gov](mailto:di.cathcart@juneau.gov)

We encourage you to apply!  
Sincerely,  
Di, Sara, Kim & Kevin  
The AAMC Scholarship Committee

**ALASKA ASSOCIATION OF MUNICIPAL CLERKS  
2024 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 the Northwest Clerks Institute (NCI). Further, completion of the three-year Institute is essential 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 Municipal Clerks.

**GUIDELINES:**

The following criteria will be considered by the AAMC Scholarship Committee and applications will be judged according to the information provided. To be considered, applications must be **fully completed with all required attachments** and must be received by 5 p.m. on **Monday, February 26, 2024**. This is a competitive process, and scholarships will be awarded within the limitations of funds available.

**ELIGIBILITY:**

- Applicant must be a municipal clerk, clerk/treasurer, deputy clerk or clerk assistant.
- Applicant must be a member of AAMC as of the application deadline, current year dues must be paid or the application will not be considered. *(A one-time complimentary membership is available for first time scholarship applicants.)*

**APPLICATION IS DUE BY 5:00 P.M. FEBRUARY 26, 2024, AND MUST CONTAIN:**

- Completed application to include supporting documentation for estimated transportation costs.
- Statement explaining the applicant's reason for applying for the scholarship (financial and training needs).
- A signed Statement of Support from the applicant's municipality allowing attendance at the Institute in the event the applicant is awarded a scholarship (enclosed).
- A signed Statement of Intent and Standards of Conduct Form (enclosed).

**GENERAL INFORMATION:**

- Scholarships may be awarded to the same applicant for multiple years; however, a new application must be submitted each year.
- AAMC offers reimbursement scholarships to help offset costs to applicants who would not be able to attend without the scholarship.
- AAMC reimbursement scholarships will be awarded to pay for early registration and housing. A travel allowance *may* be included based on available funds.
- **The municipality or applicant must pay all costs up-front.** AAMC will reimburse the municipality or applicant the scholarship amount awarded as defined in the cover letter, only when the applicant provides travel and registration receipts, a Certificate of Completion issued by the NCI Director, and a completed reimbursement request form by July 31, 2024.
- Scholarship recipients are encouraged to stay on campus at the University of Puget Sound. Recipients must attend all classes (40 hours) in order to be reimbursed, unless the absence is excused by the Institute Director. **If a recipient's Certificate of Completion reflects less than 40 hours of class attended with no written excuse from the Institute Director, no scholarship funds will be paid.**
- Applications will be scored according to an established point system:
  - AAMC membership (2 points for 4+ years; 1 point for less than 4 years)
  - Position (1-5 points; Full-Time Clerk or Clerk/Treasurer = 5 points, points are reduced incrementally down to Part-Time Assistant = 1 point)
  - Time in office: 0-4 years (3 points); 4-8 years (2 points); 8-10 years (1 point); 10+ years (0 points)
  - Transportation costs only, do not include the NCI Registration, Housing or Meal costs in your total: \$0-800 (1 point); \$801-1,200 (3 points); \$1,201+ (5 points) **documented proof of estimated cost is required for all applications.**
  - Education Points towards Certification (Less than 50 = 2 points; 50 points but no CMC = 1 point)
  - AAMC committee service (1 point)
  - Current IIMC membership (1 point)
  - Prior NCI Session attendance (3 points for never; 2 points for 1 session; 1 point for 2 sessions)
  - Brief explanation of the reason for applying for the scholarship (0-4 points)
- Scholarships will be announced no later than **March 14, 2024**.

- Scholarship recipients are expected to register with NCI by **April 30, 2024**. Recipients must notify AAMC of attendance cancellations by **April 15, 2024**, so that other eligible applicants may be considered.

**ALASKA ASSOCIATION OF MUNICIPAL CLERKS  
2024 SCHOLARSHIP APPLICATION  
NORTHWEST CLERKS INSTITUTE**

**\*\*\*APPLICATIONS MUST BE RECEIVED NO LATER THAN MONDAY, FEBRUARY 26, 2024 AT 5 P.M.\*\*\***

***You must answer all questions and mark all applicable boxes for your application to be considered.***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Municipality: \_\_\_\_\_ Phone: \_\_\_\_\_

Municipality Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

In order to be considered for a scholarship, you must:

- A. Be an AAMC dues-paid member as of the application deadline. A one-time complimentary membership is available for first-time scholarship applicants; and
- B. Be the Clerk for your Municipality or work in the Clerk’s office under the direction and supervision of the Clerk.
- C. Unable to attend without the scholarship.

***NOTE:*** *If you are not a dues paid AAMC member, are not eligible for a one-time complimentary membership, are not the clerk or work under the direction and supervision of the clerk your application will not be considered.*

1. Are you or will you be a dues-paid AAMC member as of February 26, 2024? .....  Yes  No
2. If you are not a current AAMC member, have never received a complimentary membership and are a first-time scholarship applicant, would you like to receive a one-time complimentary membership for 2024? .....  Yes  No
3. If a member, how many years have you been an AAMC member? .....  1-3 Years  4 Years or more
4. Current Position?..... Clerk or Clerk/Treasurer  Deputy  Assistant  Other \_\_\_\_\_  
Position is:  Full-time  Part-time If part-time, number of hours worked per week: \_\_\_\_\_
5. Number of Years in Current Position? ..... Less than 4 Years  4-8 Years  8-10 Years  10+ Years
6. What is the cost for round-trip transportation from your location to Seattle, Washington? \$ \_\_\_\_\_  
***(Documented proof of estimate is required in order to be eligible for a scholarship.)***
7. Are you a Certified Municipal Clerk? .....  Yes  No
8. Do you have at least 50 education points to be used toward IIMC certification? .....  Yes  No
9. Have you served on an AAMC Committee(s)? .....  Yes  No  
If yes, list Committee(s) and year(s) served: \_\_\_\_\_
10. Are you currently a member of the International Institute of Municipal Clerks? .....  Yes  No  
*(CMC certification requires active membership in IIMC for at least 2 years; visit <https://www.iimc.com/> for certification information.)*
11. Have you previously attended the Northwest Clerks Institute? ..... Yes  No  
If yes which Institute(s)? Check all that have been attended: .....  PDI  PDII  PDIII  PDIV  
If yes, when? \_\_\_\_\_
12. If awarded the 2024 NCI Scholarship which institute will you be attending?.....  PDI  PDII  PDIII  PDIV

***Please answer the question on the following page or attach a statement explaining why you are seeking this scholarship.***

**Explain why you are applying for this scholarship. Include a statement of financial and training need.**

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**APPLICATION MUST INCLUDE THE FOLLOWING ITEMS WHEN SUBMITTED:**

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| <input type="checkbox"/> Signed Application                                | <input type="checkbox"/> Signed Statement of Support from Municipality |
| <input type="checkbox"/> Documented Estimate of Travel Costs               | <input type="checkbox"/> Signed Statement of Intent                    |
| <input type="checkbox"/> Statement Explaining Reasons for Applying (above) | <input type="checkbox"/> Signed Standards of Conduct Statement         |

**INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED**

**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 I or my municipality must pay all costs **up-front**. I understand that travel and registration receipts, a Certification of Completion signed by the NCI Director, and a completed evaluation form must be submitted by **July 31, 2024**, in order to be reimbursed by AAMC. I agree to register for NCI by **April 30, 2024**, and to notify AAMC of any cancellation by **April 15, 2024**, so other eligible scholarship applicants may be considered. I further understand that AAMC will not be responsible for any cost associated with my cancellation or absence.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

Please submit completed application with accompanying documents to the following contact **no later than 5 p.m., February 26, 2024:**

Alaska Association of Municipal Clerks  
c/o CBJ-City Clerk's Office, Attn: Di Cathcart  
155 Heritage Way, Juneau, AK 99801

Email: [di.cathcart@juneau.gov](mailto:di.cathcart@juneau.gov)

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

**STATEMENT OF SUPPORT  
BY MUNICIPALITY**

By signing below, I acknowledge that our employee is applying for an Alaska Association of Municipal Clerks (AAMC) Scholarship to attend the Northwest Clerks Institute (NCI) in Tacoma, Washington June of 2024. If awarded, our municipality will allow that employee to attend the Northwest Clerks Institute.

**Without a scholarship, the municipality cannot fully fund our employee attending the session and the employee will not be able to attend.**  
Initial

I understand that upon being selected for this scholarship, our **municipality or the employee must pay all costs up-front**. I understand that to be reimbursed, the recipient **must attend all 40 hours of class**; all scholarship recipients are strongly encouraged to stay on-campus at the University of Puget Sound. I understand that the scholarship will reimburse the following costs upon certification of completion of the entire 40-hour course: early registration fees, meals and housing, and **may** reimburse a portion of travel costs. I understand that the early registration deadline is **April 30, 2024**.

In order for our municipality or employee to be reimbursed, our employee must provide travel and registration receipts, a Certificate of Completion (40 hours) signed by the NCI Director, and a completed reimbursement request form to AAMC by **July 31, 2024**.

I acknowledge that if our employee fails to successfully complete the 40-hour Institute or does not receive a Certificate of Completion signed by the NCI Director, AAMC will not reimburse the scholarship funds.

I acknowledge that our employee will register by **April 30, 2024**, and provide AAMC with the cost estimates of travel to Diane Cathcart, [di.cathcart@juneau.gov](mailto:di.cathcart@juneau.gov) I understand that the employee must notify AAMC of any travel cancellations by **April 15, 2024**, so that other eligible scholarship applicants may be considered. I acknowledge that AAMC will not be responsible for any cost associated with our applicant's cancellation or absence.

Our municipality is dedicated to higher education and professionalism for our staff and supports training opportunities offered by AAMC.

**In order to be eligible for this scholarship, this statement of support must be signed by the supervisor who is authorized to support your attendance (mayor, city manager, presiding officer or municipal clerk).**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signers Printed Name & Title

Signers Phone: \_\_\_\_\_

Signers Email: \_\_\_\_\_

\_\_\_\_\_  
Municipal Clerks Signature, if not the Applicant or Authorized Signer

# Statement of Intent for AAMC Scholarship Recipients

The Alaska Association of Municipal Clerks (AAMC) is a non-profit professional organization that promotes sound local government, continuing education and certification through the International Institute of Municipal Clerks (IIMC) and provides networking solutions, services, and benefits to its members.

The AAMC Fundraising Committee works each year on new and creative ways to raise money for the organization. The membership supports the Committee's efforts by selling raffle tickets, providing items for auctions, and purchasing fundraising items. All of the proceeds from these fundraising efforts are used to provide the scholarship funds being awarded to offset the costs of the Northwest Clerks Institute (NCI) in Tacoma, Washington.

Please read the following information and acknowledge by signing in both locations below:

**As an applicant for the Northwest Clerks Institute scholarship from AAMC I acknowledge that:**

I am applying for this scholarship with the intent that I plan to continue on in the career field of Clerk, Deputy Clerk, Clerk/Treasurer, or Assistant Clerk.

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Applicant Signature

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Date

## Standards of Conduct Acknowledgement for AAMC Scholarship Recipients

**If I am awarded a scholarship to attend the Northwest Clerks Institute in Tacoma, Washington I understand that:**

- I am representing my municipality and the State of Alaska at an International Institute of Municipal Clerks (IIMC) internationally recognized and accredited training experience;
- I am representing the Alaska Association of Municipal Clerks (AAMC) as a scholarship recipient;
- I am expected to be physically present and to actively participate in all classroom sessions;
- I am expected to conduct myself in a positive and professional manner during the classroom sessions;
- If my family travels with me, my family members (including children) are not allowed to attend the classroom sessions;
- I am expected to conduct myself responsibly in my time away from the classroom sessions;
- If I fail to successfully complete the entire training or do not receive my Certificate of Completion signed by the NCI Director, AAMC will not reimburse the scholarship funds.

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Applicant Signature

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Date

**APPLICATIONS ARE DUE BY 5:00 P.M. FEBRUARY 26, 2024**

**COURSE DESCRIPTIONS AND ADDITIONAL INFORMATION ON THE NORTHWEST CLERKS INSTITUTE CAN BE FOUND AT:**

<https://na.eventscloud.com/website/67133/>

If you have questions or concerns regarding the scholarship process, please contact a member of the AAMC Scholarship Committee:

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|---|--|--|
| <b>Diane Cathcart, Chair</b><br><a href="mailto:di.cathcart@juneau.gov">di.cathcart@juneau.gov</a>            | Deputy Clerk<br>City/Borough of Juneau   | 907-586-5278 work<br>907-988-2166 cell |
| <b>Sara Peterson, MMC</b><br><a href="mailto:sara.peterson@cityofsitka.org">sara.peterson@cityofsitka.org</a> | Municipal Clerk<br>City/Borough of Sitka | 907-747-1811                           |
| <b>Kevin Morgan</b><br><a href="mailto:kmorgan@cityofbethel.net">kmorgan@cityofbethel.net</a>                 | Deputy Clerk<br>City of Bethel           | 907-543-1384                           |
| <b>Kim Stanker, MMC</b><br><a href="mailto:kims@ktn-ak.us">kims@ktn-ak.us</a>                                 | City Clerk<br>City of Ketchikan          | 907-228-5604                           |