

TEXAS COURT CLERKS ASSOCIATION CERTIFICATION SCHOLARSHIP

PURPOSE

The Education Committee of the Texas Court Clerks Association encourages development and educational growth of Texas Court Clerks by administering a scholarship program that promotes professionalism.

ELIGIBILITY REQUIREMENTS

1. Applicant must be a regular member in good standing with the Texas Court Clerks Association.
2. Applicant must have been employed a minimum of twelve months in a Municipal or Justice Court.
3. Applicant must be actively pursuing or maintaining certification in the Texas Court Clerks Association Certification Program.
4. Members of the TCCA Scholarship Committee, TCCA Education Committee and/or TCCA Board of Directors are not eligible for scholarship during an active term.

APPLICATION REQUIREMENTS

1. Applicant must submit the prescribed application and a letter of commitment stating how his/her educational and professional goals will be enhanced by completion of the Texas Court Clerks Certification Program.
2. Applicant must submit a letter of recommendation from his/her immediate supervisor.
3. This application, copy of TCCA Membership Card, letter of commitment, and letter of recommendation must be received at least 90 days prior to the requested seminar date. Mail to: **Texas Court Clerks Association Scholarship Committee, C/O: Pat Riffel, CMCC, Scholarship Chair, Pearland Municipal Court, PO BOX 84609, Pearland, TX 77584, or email to priffel@ci.pearland.tx.us**

REIMBURSEMENT REQUIREMENTS

Applicant will receive a notice from the Scholarship Committee notifying applicant if approved and the amount of the scholarship awarded. Approved notice will include a travel expense report explaining how to receive reimbursement.

1. Registration for TCCA annual scholarship will be remitted directly to TCCA; other expense claims will be paid on a reimbursement basis. Other registration expenses will be paid on a reimbursement basis.
2. To support expense claims when requesting reimbursement, recipient must submit a travel expense report with documentation (receipts and statements) to the Scholarship Chairperson. Reimbursement is limited to an amount predetermined by the Education Committee. **The Scholarship Award for TCCA Annual Conference is limited to a total \$650.00. Awards for other training opportunities are limited to a total of \$150.00/award.**
3. Reimbursement can include travel and lodging expenses. Mileage will be paid at the current state rate and mileage report verification by MapQuest must be submitted with reimbursement request. TCCA will not reimburse for rental car expenses without prior approval of the Scholarship Committee. There is no reimbursement for meals and/or incidentals.
4. Travel expense report and receipts must be submitted within 30 days of seminar or conference, failure to do so will result in loss of scholarship.

Applicant shall reimburse the Texas Court Clerks Association the amount of scholarship awarded if he or she should fail to attend the approved seminar or conference.

LIMITATIONS

1. Scholarship must be used only for the seminar or conference awarded.
2. Applicants are eligible to apply for one scholarship each fiscal year (January-December)
3. Applicant may not receive duplicate scholarship funding or reimbursement from any other source.