

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, letter of commitment, and letter of recommendation must be received at least 60 days prior to seminar date. Mail to: Texas Court Clerks Association Scholarship Committee, C/O: Pat Riffel, CMCC, Scholarship Chairperson, Pearland Municipal Court, PO BOX 84609, Pearland, TX 77584

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 2010 Scholarship Award for TCCA Annual Conference Southlake is limited to a total \$650.00. Awards for other training opportunities are limited to a total of \$500.00/award.**
3. Reimbursement can include travel and lodging expenses. Mileage will be paid at the current state rate and mileage report such as MapQuest or Google maps 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 for one scholarship each academic fiscal year (September-August)
3. Applicant may not receive duplicate scholarship funding or reimbursement from any other source.

**TEXAS COURT CLERKS ASSOCIATION CERTIFICATION PROGRAM
SCHOLARSHIP APPLICATION 2010**

Applicant Name: _____ Position: _____

City Served: _____ Phone #: _____ Fax #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Applicant e-mail address: _____

Have you been employed continuously for the past six months in a non-judicial capacity as Court Administrator, Court Clerk or a combination of positions? Yes _____ No _____

How long have you been a member of TCCA? _____

Have you been actively pursuing or maintaining certification in the Texas Court Clerks Association Certification Program? Yes _____ No _____ If Yes, what level are you pursuing? _____

Do you have other avenues for obtaining the continuing education hours required to obtain or maintain certification? Yes _____ No _____ If Yes, what are those avenues? _____

Have you previously received a scholarship? Yes _____ No _____ If yes, when was the scholarship date: _____ / _____ / _____

Is other funding available? Yes _____ No _____ If Yes, please explain _____

If a scholarship is awarded, it must be used for the seminar/conference specified. Please indicated below the information for the seminar/conference you want to receive the scholarship for:

Seminar / Conference Date: _____ / _____ / _____

Seminar / Conference Site: _____

1) Attach your letter of commitment stating how your education and professional goals will be enhanced by completion of the Texas Court Clerks Association Certification Program.

2) Attach letter of recommendation from your immediate supervisor.

3) Attach a copy of your TCCA Membership Card.

All completed applications must be received at least 60 days prior to seminar/conference date. I attest that the information in and with this application is true and correct.

Signature: _____ Date: _____

Return application to:

Texas Court Clerks Association Scholarship Committee
C/O: Pat Riffel, CMCC
Pearland Municipal Court
PO BOX 84609
Pearland, TX 77584
priffel@ci.pearland.tx.us
281-652-1612

