FACC Scholarship Rating Instructions

For the Awards & Scholarships Committee

Scholarship Application Screening
Each application should be read over carefully to ensure the applicant has submitted all required materials and that she or he meets all eligibility criteria for a scholarship award.

Scholarship Rating
When scholarship dollars are limited, and the number of applications exceeds the available scholarship assistance, it is necessary to utilize a rating system for applicants. There is no way to be absolutely objective in rating scholarship applicants, but certain factors can be assigned numerical ratings with as much objectivity as possible. Such factors include the applicant's financial ability to attend, the applicant's potential for success, and the applicant's participation in the FACC and the IIMC as applicable.

Each Awards & Scholarship Committee member should participate in the numerical rating, using 5 as the highest rating in each category and 1 as the lowest. In this way, a combined ranking will result when category rankings are totaled by each committee member. By adding the scores assigned and dividing the resulting number by the total number of committee members, a ranking will be available for each applicant. Based on the ranking totals, the Awards & Scholarship Committee Chair will present the Committee's recommendation to the FACC Board for their final approval.

Scholarship Selection
Once the screening and ranking have been completed, selection of recipients should be simple. Based on the numerical ranking system, the committee should determine how much money is available for scholarships and make its selection accordingly. A waiting list of applicants may be created from those applicants whose ratings prevented their selection, but to whom the committee would like to offer assistance if additional funds become available, or in the event a recipient is unable to utilize the awarded scholarship during that specific award year.

If the availability of sufficient money to cover all qualified applicants is an issue, the FACC Board may consider offering half scholarships to applicants with lower rankings.

Applicants will be notified of the FACC Board's final decision as outlined by the FACC By-laws.

Applicant Scholarship Rating Worksheet

One rating worksheet should be filled out for each applicant by each member of the Awards & Scholarship Committee.

SCHOLARSHIP APPLIED FOR- Please check one:

- ○ FACC Dale Barstow Annual Scholarship
- ○ FACC Summer Conference and Academy Scholarship
- ○ FACC Fall Academy Kay O'Halloran Memorial Scholarship
- ○ FACC – IIMC Annual Conference Scholarship

APPLICANT INFORMATION:

APPLICANT NAME:

_____

TITLE: _____ **CITY/TOWN:** _____

All Scholarship Applications

Rating Scale *– 1 (lowest) to 5 (highest)*

# of Points	Description	Score Awarded
5	Job Description complies and is included.	
5	Municipality has provided permission to attend the academy/conference/FACC or IIMC webinar or FACC Athenian Dialogue.	
5	Letter received from mayor, manager, or administrator for underwriting the expense. Letter does not have to be from a clerk.	
3-5	5 – 5 years or more since receiving an award or never received one. 4 – 4 or more years since receiving an award. 3 – 3 years since receiving an award.	
5 for No 1 for Yes	Municipality budgeted to attend other education, conferences, meetings, travel, etc. during current budget year.	
1 to 3	HARDSHIP DIFFICULTIES. Please rank according to explanation provided. 1 - No Hardship 2 - Average Hardship - Budget constraints, etc. 3 - No assistance ever provided - Applicant is required to pay all expenses regardless	
1 to 5	CITY CLERK/DEPUTY CLERK GOALS (to include clarity, relevance to duties, connection to professional development, benefit to municipality). Please rank according to explanation provided. 1 – No Goals 2 – Some Goals 3 – Average Goals 4 – Above-Average Goals 5 – Excellent Goals	

1 to 5	WHAT IT MEANS FOR THE APPLICANT TO ATTEND THE ACADEMY/CONFERENCE/FACC OR IIMC WEBINAR OR FACC ATHENIAN DIALOGUE. Please rank according to explanation provided. 1 – No comments. 2 – Appears to not be very important. 3 – Appears to be important. 4 – Appears to be very important. 5 – Appears to be extremely important.	

FACC Dale Barstow Annual Scholarships Only

# of Points	Description	Score Awarded
5	Has a minimum of 1-year service completed prior to January 31.	
5	Is a verified member in good standing of IIMC and FACC.	
5	Applicant actively pursuing the CMC or MMC designation.	

FACC Summer Conference and Academy Scholarships Only

# of Points	Description	Score Awarded
5	Has a minimum of 1-year service completed prior to January 31.	
5	Is a verified member in good standing and paid membership of FACC.	
5	Is a first year Summer Conference and Academy attendee.	
3	Currently serves on an FACC Committee.	

FACC Fall Academy Kay O'Halloran Memorial Scholarships Only

# of Points	Description	Score Awarded
5	Has a minimum of 1-year service completed prior to January 31.	
5	Has indicated they are members of both the IIMC and the FACC.	
5	Written letter received from sponsoring clerk, who is a second or third-year student, or a graduate of the Fall Academy** to match the application	
5	Applicant actively pursuing the CMC or MMC designation.	
5	Applicant has NOT obtained their MMC designation.	
3	First-Year Attendee – No CMC.	
4	Second-Year Attendee – No CMC.	
5	Third Year Attendee – No CMC.	

FACC – IIMC Annual Conference Scholarships Only

# of Points	Description	Score Awarded
5	Has a minimum of 3 years' service completed prior to January 31.	
5	Has indicated they are members of both the IIMC and the FACC.	
5	Written letter received from sponsoring clerk, who is either a CMC or MMC	
4	Applicant has obtained their CMC. *Applicants holding an MMC designation should receive the highest applicable certification score; certification points should not be cumulative.	

5	Applicant has obtained their MMC.	
4	Currently serving on an IIMC Committee.	
4	Currently serving on an FACC Committee.	
5	Currently serving on both an IIMC and an FACC Committee.	
3	Has never attended an IIMC Conference.	

TOTAL RATING: _____

Rating completed by:

_____

Signature of committee member who completed this rating sheet.

_____

Print name of committee member who completed this rating sheet.

_____

Date completed.