

COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS



SCHOLARSHIP PACKET

This scholarship packet includes information, guidelines and an application.

**BYLAWS OF THE COUNTY & DISTRICT CLERKS' ASSOCIATION
OF TEXAS A NON-PROFIT CORPORATION
TRAVIS COUNTY, AUSTIN, TEXAS**

The scholarship application is to be used for scholarships awarded by the Memorial Scholarship Fund, and the County & District Clerks' Association of Texas ("CDCAT"). All of the above are by and under the direction of the CDCAT.

THE PURPOSE OF THE ASSOCIATION (2.01) The purpose of the Association shall be to promote professional standards, to provide a means for the education of its members regarding the statutory and constitutional duties of the offices of the county clerks, district clerks, and county and district clerks to participate in the legislative, judicial and executive processes of state government beneficial in the performance of the members' duties.

SCHOLARSHIP COMMITTEE (10.14) The scholarship committee shall consist of at least three members. The identity of the members of the scholarship committee shall be confidential so no influence may be placed upon the committee regarding the scholarship selection process. All scholarship applications shall be submitted on the form approved by the Board of Directors to the President of the Association by April 1st.

The scholarship committee shall review each application and award scholarships according to the criteria established by the Board of Directors outlined in Exhibit A. The Board of Directors shall determine the number and the amount of the scholarships awarded each year through the adoption of the annual budget. All scholarships should first be awarded to a child or legal ward of an active member. If no applications are received or no applications meet the scholarship criteria of a child or legal ward of an active member, a scholarship may be awarded to a grandchild of an active member.

If any scholarship recipient does not attend college, the recipient automatically forfeits the scholarship. The scholarship committee may review the remaining applicants and award a scholarship to the next recipient meeting the criteria.

Proof of college admittance must be received before payment is presented. Once a scholarship recipient is awarded the funds the student must maintain and present proof to the treasurer of minimum 2.0 GPA to receive the second half of the scholarship.

SCHOLARSHIP GUIDELINES

All applicants must adhere to the following guidelines:

1. Submit a completed scholarship application. Incomplete applications may not be considered.
2. Submit a copy of a recent transcript (high school/college) together with a letter from your high school principal or former teacher explaining the applicant's potential as a college student.
3. Applicants must be a high school graduate (at least will graduate prior to the Clerk's June Conference at the time the scholarship would be awarded)
4. Applicants must be younger than 22 years of age. The oldest age to be considered will be person 22 years old.
5. Any application received by the President of the Association after the date of April 1, shall not be considered by the Committee.
6. Scholarships will be awarded at the annual conference of the County & District Clerk's Association of Texas.
7. The President of the County & District Clerk's Association of Texas will appoint a Scholarship Committee to review the applications and make the selection. This committee shall consist of a County Clerk, a District Clerk, and a County-District Clerk who none shall have submitted an application for review that year.
8. The President of the County & District Clerk's Association shall not be eligible to submit an application during the year of which they are serving the Association as President.
9. The student's grade average should be considered, but the grades should not be the only factor considered. The needs of the student, whether the student is receiving any other scholarships, the student's sincere desire to attend college and any other similar information should be considered.
10. A past scholarship winner is ineligible to receive an additional scholarship.
11. One half (1/2) of the scholarship money awarded shall be made payable to the student upon proof of enrollment of at least 12 hours in an accredited college. The remaining one half (1/2) shall be made payable to the student upon proof of additional second semester of 12 hours of enrollment and presentment of proof to the treasurer of a minimum 2.0 GPA. Failure to present proof of enrollment and GPA of the immediate succeeding semester shall constitute a forfeiture of the remaining amount of money and will remain in the said scholarship fund to be used for another scholarship.
12. Accredited Trade Schools, where the student would be attending at least one full year (or the Trade Schools determination of a term/year) can be considered for a scholarship. Any application requiring less than this time shall not be considered.

COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

SCHOLARSHIP APPLICATION

Please type or print clearly.

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

AGE: _____ DATE OF BIRTH: _____

CELL#: _____ HOME#: _____

HIGH SCHOOL ATTENDED _____

DATE OF GRADUATION: _____

COLLEGE ATTEND(ING): _____

HAVE YOU BEEN ACCEPTED? YES _____ NO _____

1. On a separate sheet of paper, please tell the scholarship committee about yourself, your career of choice and educational goals in 100 words or less.
2. Have you ever applied for a scholarship from the County & District Clerks' Association? YES _____ NO _____
3. Has any other member of your family received a scholarship from this Association? YES _____ NO _____
4. Are you or will you be a candidate for any other scholarships such as scholastic, athletic, work, etc? NO _____ YES _____ (please describe below)

ACTIVE MEMBER'S (CLERKS') INFORMATION

Please type or print clearly.

NAME OF CLERK: _____

TITLE: _____ COUNTY: _____

RELATIONSHIP TO APPLICANT: _____

Have you ever applied for a scholarship for this student or any other member of your family? YES___ NO___ Did the applicant receive a scholarship from this Association? YES___ NO___ If yes, please describe:

Briefly state your reasons why this applicant merits consideration to receive a scholarship from our Association.

SIGNATURE OF APPLICANT_____ DATE_____

SIGNATURE OF CLERK_____ DATE_____

**Please return application on or before April 1 to the
PRESIDENT OF CDCAT.**

For CDCAT Use Only Date Application Received: _____

Did applicant meet all of the requirements: _____

*Approved*_____ *Disapproved*_____

Revised April, 2011