

## The David B. Smith Memorial Scholarship

Sponsored by the Kentucky League of Cities  
**For eligible members of the Kentucky Municipal Clerks Association and  
Kentucky League of Cities**

### Background

The Kentucky League of Cities recognizes the critical role city clerks play in quality governance. To acknowledge the service of clerks, KLC began funding the David B. Smith Memorial Scholarship in 2009. David B. Smith was a person of great humor and warmth. He was a KLC employee who was well-known to many city clerks. David died on September 7, 2007. The David B. Smith Scholarship is KLC's way to keep David's commitment to cities ongoing and to assist a group of professionals for which he had so much respect - Kentucky's city clerks.

### Purpose and Scope

- The David B. Smith scholarship provides six eligible recipients \$500 for training expenses, including registration and travel. KLC will award up to \$3,000 in scholarships per year.
- The David B. Smith scholarship may be used for costs associated with attending the 2018 Kentucky Municipal Clerks Institute or the 2018 Master Municipal Clerks Academy.

### Eligibility

- Applicant must be a full-time municipal clerk, assistant city clerk, deputy city clerk or in a position performing the duties commensurate to duties performed by a municipal clerk.
- Applicant must be a member and in good standing with the Kentucky Municipal Clerks Association and the Kentucky League of Cities.
- All applications must be returned by **February 28, 2018**.
- The Kentucky Municipal Clerks Association Board will select eligible recipients primarily based on the financial need of the city.
- Recipients will be notified in writing by the Kentucky League of Cities after the KMCA Board makes the recommendation to KLC.
- The Kentucky League of Cities will issue the scholarship to the individual recipient's city government.
- In the unlikely event that a recipient is unable to attend KMCI or MMCA, KLC may choose to select an alternate suggested by KMCA or choose to withhold a portion of the scholarship for the year.

**All applications must be returned by February 28, 2018.**

Return completed application to:  
Ashley Jackson, Assistant City Clerk  
City of Bowling Green  
P.O. Box 430  
1001 College St.  
Bowling Green, KY 42102



# THE DAVID B. SMITH MEMORIAL SCHOLARSHIP

## Application



The Kentucky League of Cities recognizes the critical role city clerks play in quality governance. To acknowledge the service of clerks, KLC began funding the David B. Smith Memorial Scholarship in 2009. David B. Smith was a person of great humor and warmth. He was a KLC employee who was well-known to many city clerks. David died on September 7, 2007. The David B. Smith Scholarship is KLC's way to keep David's commitment to cities ongoing and to assist a group of professionals for which he had so much respect - Kentucky's city clerks.

I, \_\_\_\_\_, do hereby apply for scholarship assistance. I am aware that the scholarship is awarded to an individual not to the city, that the award is intended to be used for registration and travel costs, and is awarded on an annual basis. Clerks are encouraged to apply each year that a financial need exists.

Name	
Title	Municipal Employer
Mailing Address	
City/State/Zip	Email
Phone	Fax

My city is a member of Kentucky League of Cities. Yes  No

I am a member of the Kentucky Municipal Clerks Association (KMCA). Yes  No

I am a member of the International Institute of Municipal Clerks (IIMC). Yes  No

I would like information on the International Institute of Municipal Clerks. Yes  No

Have you attended the Kentucky Municipal Clerks Institute or the Kentucky Master Municipal Clerks Association before? Yes  No

If yes, what year of attendance will this be? (First, Second or Third) \_\_\_\_\_

Population of municipality: \_\_\_\_\_

Date present position assumed: \_\_\_\_\_

Other related municipal experience: \_\_\_\_\_

Municipality/Title/Years: \_\_\_\_\_

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## Application

### Education

High School \_\_\_\_\_

College \_\_\_\_\_

Degrees \_\_\_\_\_

Other \_\_\_\_\_

Have you applied for other scholarship assistance for 2018 training? Yes  No

If yes, please describe the source and amount applied for.

Source \_\_\_\_\_ Amount \_\_\_\_\_

Is there anything the Board should consider in assessing your financial need for this scholarship?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A COPY OF THE BALANCE SHEET FROM YOUR MOST RECENT CITY GENERAL FUND  
AUDIT REPORT IS REQUIRED FOR CONSIDERATION OF YOUR APPLICATION.

Please explain briefly your reasons for wishing to attend the Kentucky Municipal Clerks Institute or Master Municipal Clerks Academy:

\_\_\_\_\_  
\_\_\_\_\_

Have you obtained permission from your municipality for time off to attend training? Yes  No

Please attach written evidence, from your mayor, city administrator, or city manager, that your municipality supports your attendance and that in the event a scholarship is awarded, you will be given administrative leave to attend. THIS MUST BE SENT IN WITH THE APPLICATION. Without the letter of support and balance sheet your application will not be considered.

I understand that if a scholarship is awarded to me it must be used for the 2018 session and that funds will be sent directly to my city government.

I do hereby attest that the information submitted in and with this application is true and correct.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

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