MESSAGE FROM THE PRESIDENT

Linda Jensen, MMC, City Clerk/Treasurer, City of Central City
NMCA President

I have one apple left on my branches. I refuse to let go of my grip that I have on this apple. Most of my leaves have already turned their golden color and fallen to the earth below.

I still feel the warmth of the sun in the middle of the day and I feel the gentle breeze brushing through my branches. I don’t want to surrender to the cold of the winter to come. WAIT! I felt the gentle breeze turn much colder and the warmth of the sun has gone away. The lonely apple is struggling to hang on. I am losing my grip I have on it, as the breeze turns into a brisk wind. I am getting tired and soon must fall asleep. I cannot hold onto the apple much longer.

The apple is swaying in the wind, begging for me to let go of it. I finally bid my apple goodbye as it plummets to the ground. I hear the crunch as it lands on the pile of leaves to soften its fall. I shall rest now until the warmth of the sun and the gentle breeze awakens me once more.

"The Anecdote" written by Linda Jensen

A General Session meeting was held at the League’s Annual Conference Sept. 19 at the Cornhusker Marriott Hotel. Minutes of that meeting are included. Take note of the Athenian Dialogue discussion. We are blessed to have Ellen Freeman-Wakefield as an instructor. We will keep you informed of the details of an Athenian Dialogue and when it will take place. It is a great way to get points for your CMC or MMC.

A reminder: The Clerks Institute and Academy conference will be held March 16-20, 2020 at the Holiday Inn in Kearney.

Following the General Session, the Executive Board met. Take note that a motion was passed to publish the Executive Board Minutes as well as the General Session Minutes. Therefore, the Executive Board Minutes also are included.

Have you thought of being on the board for NMCA? The nominating committee is looking for several positions that are coming up in March 2020. They are as follows: Secretary/Treasurer; District 3 Director; District 4 Director; and District 5 Director. The following is a map to show the districts. The eligibility requirement in the by-laws state the following: "Only active members who have had two consecutive years experience as Clerk or Deputy City Clerk and two years of membership shall be eligible for..."
MESSAGE FROM THE PRESIDENT

Continued from previous page

nomination and election." The nominating committee members are:

- RaNae Edwards, Grand Island-redwards@grand-island.com
- Kandra Kinne, Cambridge-kkinne@swnebr.net
- Lauren Brandt, Kearney-lbrandt@kearneygov.org

The Education Committee still needs facilitators and topics for the round tables. If you want to volunteer, please let Ellen Freeman-Wakefield or Tammy Tisdall know.

If you are planning on attending the IIMC Conference in St. Louis, Mo. in May 2020, the rooms are available for booking. The conference will be held May 17-20, 2020. The details are on the IIMC Website.

Another education opportunity is the Region VIII Conference in Park City, Utah slated for Sept. 23-25, 2020.

Attached to this newsletter, is the dues form. Your dues must be paid to receive a scholarship for the March Clerks Institute and Academy Conference. In the November newsletter, you will find the scholarship application, letter and the attestation form.

I hope that I keep everyone informed with these newsletters. If you have any questions, do not hesitate to call me. If I don’t know the answer, I can certainly find someone who does.

Have a great month of October!
2020 IIMC Region VIII Annual Conference

Park City, Utah
September 23-25  Marriott Park City

Reach for Success
The Key to Achieving Excellence

Speaker Profiles
Tourist Information
Session Information
Special Events
The Utah Municipal Clerks Association will be hosting the IIMC Region VIII – 2020 Conference in Park City, Utah. The venue for the event is the Park City Marriott and Conference Center which is located within a 45-minute ride from the Salt Lake International Airport and within a 10-minute drive to Park City’s Historic Main Street.

The conference promises to help attendees invest in their education with numerous entertaining presenters and educational sessions. Participants will have the opportunity to network and learn about the ever-changing profession of the Clerk. After hours will be spent soaking up the beautiful mountain views, enjoying the blend of new and old elements on Historic Main Street from the town’s silver mining era and skiing history to enjoying dinner at one of over 150 restaurants located throughout Park City.

**Tuesday, September 22**
- Welcome Reception
- Early-bird Registration

**Wednesday, September 23**
- Exhibitor Expo
- Continental Breakfast
- Registration
- Educational Sessions
- Lunch
- Historic Records “Road Trip”
- Evening (on your own)
  Downtown Park City

**Thursday, September 24**
- Exhibitor Expo
- Continental Breakfast
- Educational Sessions
- Lunch
- Educational Sessions
- Banquet

**Friday, September 25**
- Exhibitor Expo
- Continental Breakfast
- Educational Sessions
- Lunch—Conference Closing Announcements & Prize Drawings
# 2020 IIMC Region VIII Conference

**September 23 – 25, 2020**  
Park City Marriott and Conference Center  
1895 Sidewinder Drive, Park City, Utah

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## REGISTRATION FORM

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I will be attending the Welcome Reception Tuesday evening  
I will be attending the Historic Records “Road Trip” Wednesday  
I will be attending the Banquet on Thursday evening

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<th>I will be attending the Welcome Reception Tuesday evening</th>
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<td>I will be attending the Banquet on Thursday evening</td>
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UMCA has reserved a block of rooms at the Park City Marriott for $129.00 plus tax. Call 1-800-228-9290 no later than AUGUST 24 to receive the UMCA room rate. ☐ Check if you need special assistance and someone will contact you.

Online registration available on the UMCA website [www.umca.org](http://www.umca.org) beginning May 1st. If registering online, please fill out and submit online form with payment. If you are paying by check, please mail to UMCA, c/o Lisa Titensor, 2267 N 1500 W, Clinton, Utah 84015. A $25 administrative fee will be charged on cancellations after August 21. No refunds will be provided for cancellations after September 18.
The Nebraska Municipal Clerk’s Association Executive Board met Thursday, Sept. 19, 2019 at the Cornhusker Marriott Hotel, 333 S 13th Street, Lincoln, Nebraska. President Linda Jensen of Central City called the Executive Board meeting to order at 5:45 p.m.

1. Roll Call

Those present were: President Linda Jensen of Central City, 1st Vice President Wendy McKain of Trenton, Secretary/Treasurer Elizabeth Butler of Omaha, Past President RaNae Edwards of Grand Island, District 1 Director Janine Schmidt of Morrill, District 2 Director Kandra Kinne of Cambridge, District 3 Director Raquel Felzien of Franklin, District 4 Director Denise Peterson of Ponca, and the UNO Representative Ellen Freeman-Wakefield. The sign in sheet is attached to the original minutes and are kept with the Secretary’s records.

2. Approval of the minutes of the June 13, 2019 Executive Board Meeting held at the Graduate Hotel, Lincoln, Nebraska.

Motion by Wendy McKain, seconded by Raquel Felzien to approve the minutes of the June 13, 2019 Executive Board meeting held at the Graduate Hotel, 141 N 9th Street, Lincoln, Nebraska. Upon roll call, all voted aye. Motion carried.

3. Treasurer’s Report and consideration of claims

Treasurer Elizabeth Butler reported as of August 31, 2019 the account balance is $58,777.33 and CD balance of $50,000.00.

No sources of income were presented.

The following claims were presented for payment:
1) $625.24 (RaNae Edwards) for reimbursement of mileage to attend the Wyoming Association of Municipal Clerks and Treasurers Conference held September 10th – 13th.

Motion by Janine Schmidt, seconded by Raquel Felzien to approve the claim and Treasurer’s report. Upon roll call, all voted aye. Motion carried.

4. Discussion and motion to approve the publication of Executive Board minutes

Motion by Raquel Felzien, seconded by Wendy McKain to publish the Executive Board minutes in the clerk’s newsletter, but should the board ever discuss sensitive/confidential information on a clerk, it will be done in executive session. Upon roll call, all voted aye. Motion carried.

Continued on next page
5. March Executive Board Meeting at 7:00 AM with breakfast

The Board discussed agreed to move Executive Board Meeting currently held the Friday after the last session to a Friday morning breakfast meeting at 7 a.m.

6. Approval of the NMCA budget year to begin April 1 to March 31 (coincide with the NMCA year)

Motion by RaNae Edwards, seconded by Kandra Kinne for the NMCA budget to run April 1st to March 31st. Upon roll call, all voted aye. Motion carried.

7. Discussion on membership dues (Currently due on Oct. 1)

The Board discussed possibly changing the due date for membership dues to coincide with the NMCA fiscal year of April 1st to March 31st. The Board decided to keep the same due date of October 1st to match municipality’s fiscal year.

8. Business:
   a. Discussion and action of considering increasing the Institute and Academy registration fees.

   No discussion at the Board Meeting. Discussion took place at the General Membership Meeting.

   b. Discussion on the Clerk’s conference/ academy for 2021-2022

   No discussion at the Board Meeting. Discussion took place at the General Membership Meeting.

   c. Discussion on the Wednesday Night Meet and Greet during Clerk School

   This event will be the same as in years past, similar to the Wednesday Night Hospitality. The only difference is the event will be held shortly after the last session of the day. This will allow clerks more time to do their own activities. This event may have a theme with games etc. It is up to the event chair (2nd Vice Chair). It will also serve desserts or light appetizers.

9. General Discussion:
   a. Review of the 2019 Clerks’ Institute and Academy

   None.

   b. Update of IIMC 74th Annual Conference in St. Louis, Missouri in May 2020

   None.

The Board discussed this great opportunity to earn points towards a CMC or MMC designation.

9. Adjourn

Motion by Janine Schmidt, seconded by Elizabeth Butler to adjourn. Upon roll call, all voted aye. Motion carried. Meeting adjourned at 6:13 p.m.

Respectfully submitted:

Elizabeth Butler
Elizabeth Butler, CMC
NMCA Secretary/Treasurer

NOVEMBER BIRTHDAYS

Lori Tripe..................Alma ..................11/1
Victoria Polak..........Hallam .................11/3
Nancy Morfeld..........Stanton ................11/4
Sharon Anderson......Coleridge ..............11/6
Kim Robb................Lyman ..................11/6
Kayley Taylor..........Hay Springs ...........11/7
Kimberly Pulliam ......Omaha ..................11/7
Bonnie Otte .............Seward ..................11/8
Leatha Christ..........Diller ...................11/9
Jean Rahn.............Allen ......................11/11
Kayla Connelly........Genoa ...................11/11
Nancy Bryan..........Stromsburg .............11/11
Cheryl Kraft...........Waco ....................11/11
Kimberly Goossen .....Friend ...................11/15
Dana Bebensee .........Hildreth ................11/15
Lisa Bousquet ..........Hubbard ...............11/17
Shanna Brooks ..........Butte ....................11/19
Gwenda Horky ..........Sargent ..................11/21
Joan Eastman ..........Giltner ..................11/23
Cheryl Eckerman ......Waterloo ...............11/23
Christy Osburn .......Cairo .....................11/24
Sandra Codwallader ...Nickerson .............11/24
LeAnn Brown ..........Oshkosh ..................11/28
Lori Kathol .............Dodge ....................11/29
Sharon Swails ..........Ewing ....................11/30
The Nebraska Municipal Clerk’s Association Executive Board met on Thursday, September 19, 2019 at the Cornhusker Marriott Hotel, 333 S 13th Street, Lincoln, Nebraska. President Linda Jensen of Central City called the Executive Board meeting to order at 4:49 PM.

1. Roll Call

Those present were: President Linda Jensen of Central City, 1st Vice President Wendy McKain of Trenton, Secretary/Treasurer Elizabeth Butler of Omaha, Past President RaNae Edward of Grand Island, District 1 Director Janine Schmidt of Morrill, District 2 Director Kandra Kinne of Cambridge, District 3 Director Raquel Felzien of Franklin, District 5 Director Kelly Oelke of Hickman, Linda Zuerlein of Fairmont, Deanna Perry of Shelby, Denise Peterson of Ponca, Vicki Heecs of Sutherland, Sheryl von Rentzell of Osmond, Jana Tietjen of Hebron, Jessica Miller of Alma, Lorri Bantam of Alma, Nancy Bryan of Stromsburg, Becky Erdkamp, Roxanne Meyer of Hooper, Mary Kemp of West Point, Pamela Rasmussen of Gibbon, Judy Meyer of Crete, Kelli Dickes of Madison, Kelli Crowell of Ravenna, Raquel Felzien of Franklin, Lauren Brandt of Kearney, Stephanie Wright of Broken Bow, Hope Staten of Waverly, Lanette Doane of Ansley, League of Nebraska Municipalities Representative Lynn Marienau, and the UNO Representative Ellen Freeman-Wakefield. The sign-in sheet is attached to the original minutes and are kept with the Secretary’s records.

2. Approval of the minutes of the March 21, 2019 General Membership meeting held at the Younes Conference Center, Kearney, Nebraska.

Motion by Janine Schmidt of Morrill, seconded by Pamela Rasmussen of Gibbon to approve the minutes of the March 21, 2019 General Membership meeting held at the Younes Conference Center, 416 W Talmadge Road, Kearney, Nebraska. Upon roll call, all voted aye. Motion carried.

3. Treasurer’s Report and consideration of claims

A claim was presented for payment:

1) $625.24 (RaNae Edwards) for reimbursement of mileage to attend the Wyoming Association of Municipal Clerks and Treasurers Conference held September 10th – 13th.

4. Reports of the Standing Committees:

a. Awards – Clerk of the Year – Donna Rust, Chadron – None.

b. Certification/Membership – Tammy Tisdall, Gretna – None.

c. Education – Tammy Tisdall, Gretna – Ellen Freeman-Wakefield read a report on Tammy’s behalf. There are still two sessions that need speakers. Please contact the education committee with any suggestions.

d. Legislative Committee – Nancy Bryan, Stromsburg – Reported to continue to read the Legislative Bulletin and send emails to state senators regarding municipal issues.

Continued on next page
5. Reports of Special Committees:

a. Celebration of Clerks – RaNae Edwards, Grand Island – Reported that some things about this may change and more information will be provided in the Clerk’s Newsletter.

b. Clerk’s History – Cathie Walker, Phillips – Linda Jensen reported to continue to send in pictures.

c. Clerk’s Newsletter – Andrew Devine, Albion – None.

d. Honorary Membership – LeaAnn Doak, McCook – None.

e. Nominating Committee – RaNae Edwards, Grand Island – Encouraged clerks to run for a board position. Any interested clerks should contact her.

f. Scholarship fund – Wendy McKain, Trenton – Reported that more information regarding scholarships will be in the clerk’s newsletter.

g. Thursday Night Banquet – Heartland Clerk’s Association – Linda Jensen, Central City – Reported that the theme of the banquet will be “Color Your World”. Artist Todd Williams will speak at this event.

h. Vendor Sponsorship Committee: District Directors Kelly Oelke, Hickman and Raquel Felzein, Franklin – None.

i. Wednesday Meet and Greet – Melissa Johnson, Waterloo – Linda Jensen reported that this year the event will change to a “Meet and Greet”. This event will take place shortly after the last session that day. It will also serve desserts or light appetizers. This will allow clerks more time to do their own activities. This event may have a theme with games etc. It is up to the event chair (2nd Vice Chair).

6. Communications:

President Linda Jensen read a thank you note from Annette Spendlove on behalf of the Utah Clerk’s that visited.

7. Unfinished Business:

a. Discussion and action of considering increasing the Institute and Academy registration fees - Ellen Freeman-Wakefield advised that UNO is operating on the current registration fees. She did not feel it was necessary at this time to raise them. She indicated that should circumstances change in the future, she would get plenty of notice from UNO that additional revenues are needed. Should that happen, NMCA could then consider raising registration fees.
8. New Business:

a. Athenian Dialogue – RaNae Edwards suggested this item be placed on the agenda as a great learning opportunity currently offered at IIMC Conferences. Ellen Freeman-Wakefield is a current Athenian Dialogue instructor and offered to lead one for NMCA. An email will be sent to the clerk listserve about this opportunity.

9. General Discussion:

None.

10. Adjourn

Motion by Janine Schmidt of Morrill, seconded by Lanette Doane of Ansley to adjourn. Upon roll call, all voted aye. Motion carried. Meeting adjourned at 5:41 PM.

Respectfully submitted:

Elizabeth Butler
Elizabeth Butler, CMC
NMCA Secretary/Treasurer

League magazine available on website

The League of Nebraska Municipalities wants to remind Clerks that the Nebraska Municipal Review is available on the League’s website at http://www.lonm.org/ under the “News” tab.

As always, we encourage you to share the news from your city or village with fellow municipal officials across the state by sending information for the Nebraska Municipal Review to the League of Nebraska Municipalities, Attn: Lynn Marienau at 1335 L Street, Lincoln, NE 68508, 402-476-2829 by phone, 402-476-7052 by fax, or lynn@lonm.org by e-mail.

Share news from your city or village

Share your city or village’s news with fellow municipal officials across the state by sending information for the Nebraska Municipal Review to the League of Nebraska Municipalities, Attn: Lynn Marienau at 1335 L Street, Lincoln, NE 68508, 402-476-2829 by phone, 402-476-7052 by fax, or lynn@lonm.org by e-mail.
TO: All Municipal Clerks and Deputy Clerks

FROM: Elizabeth Butler, NMCA Secretary

The Nebraska Municipal Clerks’ Association Membership Dues Statement for October 1, 2019 to September 30, 2020 is now due. Please fill out the form on the next page and send it with your check to the League of Municipalities. Remember the check needs to be made out to the Nebraska Municipal Clerks’ Association (NMCA).

The NMCA voted not to send out membership cards, unless you need one. Please indicate that you will need a card on the statement and we will do our best to get you one. Also reminding all Clerks that you have to be a member of the NMCA to be eligible for scholarships.

If you have any questions, please contact me at the City of Omaha (402) 444-5557 or elizabeth.butler@cityofomaha.org.

Thank you,

Elizabeth Butler, MPA, CMC
NMCA Secretary
NAME: ______________________________________________________
TITLE: ______________________________________________________
ADDRESS: ______________________________________________________
MUNICIPALITY: __________________________________________________
E-MAIL ADDRESS: __________________________________________________
Population of Municipality:
Under 300 $20.00 _________
301-800 $25.00 _________
801-5,000 $35.00 _________
Over 5,000 $45.00 _________

Years of Service as Municipal Clerk: _____________
Are you a Certified Municipal Clerk (CMC)? Yes _____ No _____
Are you a Master Municipal Clerk (MMC)? Yes _____ No _____
Are you an IIMC (International Institute of Municipal Clerks) Member? Yes _____ No _____

PLEASE include the MONTH and DAY of your birthday: ___________________________
(to be listed in the Clerks Newsletter)

Please make copies if needed.

PLEASE RETURN THIS COMPLETED FORM WITH YOUR PAYMENT TO:

NEBRASKA MUNICIPAL CLERKS’ ASSOCIATION
LEAGUE OF NEBRASKA MUNICIPALITIES
1335 L STREET
LINCOLN, NE  68508

MAKE CHECKS PAYABLE TO:  NEBRASKA MUNICIPAL CLERKS’ ASSOCIATION
Municipal Legal Calendar
(All statute citations to Revised Statutes of Nebraska)

NOVEMBER 2019
CITIES OF THE FIRST CLASS

First day ........................................ Class C liquor license year begins. (53-124)
Within 15 days of Passage........ Clerk publishes ordinances passed. (16-405)
Within 10 days from meeting
or before next meeting
(whichever is sooner)............. Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from
Council meeting..................... Clerk publishes official proceedings of meetings including claims. (19-1102)
Within 20 days after end of month, Treasurer files monthly financial report. (16-318)
* * .................................................. Clerk must prepare agenda prior to next Council meeting (84-1411)
October 31 ............................. 1 and 6 year certifications are due to the Board of Public Road Classifications and Standards. (39-2121)

CITIES OF THE SECOND CLASS AND VILLAGES

First day ........................................ Class C liquor license year begins. (53-124)
Within 15 days of Passage........ Clerk publishes ordinances passed. (17-613)
Within 10 days from meeting
or before next meeting
(whichever is sooner)............. Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from Council
or Board meeting..................... Clerk publishes official proceedings of meetings including claims. (19-1102)
Within 20 days after end of month, Treasurer files monthly financial report. (17-606)
* * .................................................. Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)
October 31 ............................. 1 and 6 year plans are due certifications are due to the Board of Public Road Classifications and Standards. (39-2121)
The Nebraska Municipal Clerks’ Association (NMCA) Scholarship is available to “All Nebraska Municipal Clerks and/or Deputy Clerk’s attending Institute/Academy training, who are members of the Nebraska Municipal Clerks’ Association.”

The 2020 NMCA Scholarship Application is now available. Applications are also available online at http://clerkinstitute.unomaha.edu/

Please remember to complete the application in its entirety, including the following information:

- Email address.
- Name of Area Clerks’ Association
- Number of times and amounts your Municipality has received a NMCA Scholarship in the past five years.
- A short narrative (WHICH IS MANDATORY) and must be included with the application. The narrative must state the reason(s) for your need and/or your municipality’s need for financial assistance and must be specific.
- All lines must be filled in on the Scholarship application.
- Incomplete applications will not be considered for Scholarships.
- Must be a current member of the NMCA. All membership dues are payable in October of each year and the dues are for the Clerk, not the City and needs to be paid every year. The dues invoice is in the Nebraska Municipal Clerk’s Newsletter and is online at the website listed above.
- All applications must include a complete copy of the United States Citizenship Attesting form. THIS FORM IS MANDATORY in order to be considered for a Scholarship and is included with the Scholarship form.

Application deadline is December 20, 2019 and awards will be made before the end of January 2020.

Wendy L. McKain, MMC
NMCA First Vice President
Village of Trenton

NMCA Institute/Academy March 16 - 20, 2020
The 2020 NMCA Scholarship Application is now available. Applications are also available online at http://clerkinstitute.unomaha.edu/

Name: _____________________________________________  Title: ____________________________

Address: ___________________________________________  Municipality: _____________________

Zip: ____________  Office Phone: ________________________  Cell Phone: ___________________

Email: _______________________________________________________________________________

Name of Area Clerks’ Association: _________________________________________________________

Last Census Population: ______________  How long have you been a Clerk: _________________

This is my _____First _____Second _____Third year of attendance at Nebraska Clerks’ Institute.

   I _____did _____did not receive a scholarship to attend the first year.
   I _____did _____did not receive a scholarship to attend the second year.

This is my _____ year attending Academy.

Number of times your Municipality received a NMCA Scholarship in the past five year’s _____.
Please note how much scholarship aid your Municipality received for the Clerks’ Institute or Academy in the past five (5) years from the NMCA: $__________________

A short narrative IS MANDATORY and must be included with your application. The narrative must state the reason(s) for your need and/or your Municipality’s need for financial assistance from the NMCA Scholarship fund. (PLEASE BE SPECIFIC)

NMCA yearly dues MUST be paid and current to qualify for a scholarship.
Incomplete forms WILL NOT be considered for scholarships.
All scholarship forms MUST include the Citizenship Attestation form.

Please return this form and the citizenship Attestation form completed by December 20, 2019

Village of Trenton
Attn: Wendy L. McKain, DBA, MBA, MMC
NMCA Scholarship Application
PO Box 68
Trenton, NE 69044
Wendy.vtrenton@gmail.com

NMCA Institute/Academy March 16 - 20, 2020
United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States.

— OR —

☐ I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: ____________________________, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME

_________________________________________________________ (first, middle, last)

SIGNATURE

_________________________________________________________

DATE

_________________________________________________________
NEBRASKA MUNICIPAL CLERKS ASSOCIATION
A SECTION OF THE
LEAGUE OF NEBRASKA MUNICIPALITIES

Nominee Biography

Office Nominated For: ________________________________

Name: ____________________________________________

Municipality: ______________________________________

Email address: _____________________________________

CMC Certified: ___________  MMC Certified: ___________

Present Position: ___________________________________

How Long at Position: _________________________________

Former Positions: __________________________________

Other Offices Held: _________________________________

_________________________

Committees Worked On: ______________________________

_________________________

Other Information: __________________________________

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Please email competed form to Kellie Crowell, NMCA President at kcrowell@ravennanebraska.net