

TCCA Scholarship Committee
Policies and Procedures
(Revised April 2023)

1. Eligibility Requirements

- a. Applicant must be a regular member in good standing with the Texas Court Clerks Association (TCCA).
- b. Applicant must have been employed a minimum of one year in a municipal or justice court.
- c. Applicant must be actively pursuing or maintaining certification in the Texas Court Clerks Association Certification Program.
- d. Members of the TCCA Scholarship Committee, TCCA Education & Certification Committee, TCCA Board of Directors and TCCA Chapter Board of Directors are not eligible for scholarships during an active term.

2. Application Requirements

- a. Applicant must submit the prescribed application and a statement indicating how his/her educational and professional goals will be enhanced by completion of the TCCA Annual Conference.
- b. This application must be received between April 3rd and April 28th.
- c. Any application received on or after April 28th will not be accepted.

3. Application Review Processing

- a. Applications will be reviewed by the committee between April 15th and April 30th
- b. Applicants will be notified on or before May 1st.

4. Reimbursement Requirements

- a. Applicant will receive a notice from the Scholarship Chair notifying applicant if approved and instructions for getting reimbursed. All reimbursement checks will be given on the last day of conference along with your completion certificate.
- b. Reimbursement requests must be submitted to the Scholarship Chairperson on Wednesday November 7th by 8am. This will include an itemized mileage receipt and a MapQuest mileage sheet. The Scholarship Award for the TCCA Annual Conference is limited to an amount pre-determined by the TCCA Board and/or Education Committee. Reimbursement will only include hotel room, and transportation. Mileage will be paid

at the current state rate and a **MapQuest** mileage verification report 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 that are provided during the Annual Conference.

- c. If you plan to fly to conference city you must have prior approval from the Scholarship Chair for airfare and transportation to and from the airport. You must follow the guidelines of the TCCA Travel Policy. Your airfare & transportation itemized receipt must be turned in on November 7th by 8am.
- d. Registration for the TCCA Annual Conference will be reemitted directly to TCCA.
- e. Reimbursement for lodging for the Annual Conference is limited to a three night stay (Sun-Tues). If you are planning to go to a Pre-Session or Test you will need to put that in your application so that Saturday night will be covered.
- f. Applicant must successfully complete the entire TCCA Annual Conference and receive a certificate attesting to the attendance to be eligible for any reimbursement. Applicant shall reimburse the Texas Court Clerks Association the amount of the scholarship awarded if her or she should fail to successfully complete the approved conference and receive a certificate of completion.

5. Limitations

- a. The scholarship funds are to be used only to reimburse the scholarship winner for conference registration, hotel room, and transportation only. These funds will not be used to cover expenses for guests.
- b. Scholarship must be used for the conference awarded.
- c. Applicants are eligible once every 2 year.
- d. Applicant may not receive duplicate scholarship funding or reimbursement from any other source.
- e. Scholarship Committee is made up of a Chair, appointed by the TCCA President, and the Scholarship Chair of each Chapter. The Chair is a non-voting member unless there is a tie between applicants. Any committee member with applicants from their city of employment will be recused from voting for that particular **employee**.
- f. Any expenses that you incur that exceed \$1000.00 will not be covered by TCCA.