FEDERAL COURT CLERKS ASSOCIATION
Carol C. Fitzgerald Scholarship Program

1. GENERAL:

The Federal Court Clerks Association ("FCCA"), Carol C. Fitzgerald Scholarship Program, shall be administered for the purpose of assisting deserving, qualified individuals in their pursuit of continuing education.

2. SCHOLARSHIP COMMITTEE:

a. The Scholarship Committee ("Committee") shall be comprised of a minimum of three members who will serve for a period of one year, and shall include:

(1) A chairperson appointed by the FCCA President and approved by the FCCA Board of Directors ("Board").

(2) A minimum of two members appointed by the chairperson and approved by the Board.

b. Duties of the Committee:

(1) The Committee shall administer the scholarship program according to the rules set forth herein.

(2) The Committee shall review all applications and award scholarships to deserving individuals who meet the qualifications, within the financial limitations of the program.

(3) The Committee shall report directly to the Board.

3. SCHOLARSHIP ADMINISTRATION:

a. Unless otherwise approved by the Board, the maximum amount allocated for the scholarship program per calendar year shall be $2,000.00.

b. Except as specified in Section g., there will be a maximum of $500.00 available per scholarship each year.

c. The amount awarded per individual scholarship may vary, as determined by the Committee. However, FCCA members may not receive both tuition assistance to an FCCA conference and a scholarship for a course or training program in any one calendar year.

d. There shall be a written agreement whereby recipients agree to continued employment with the U.S. Courts for a period of two (2) years following the completion date of the course(s) or conference for which the scholarship award or tuition assistance was received .

e. In the event of default on the part of the recipient with regard to item 3(d), the recipient will be required to refund to FCCA the amount of the award or tuition received.

f. It is not required that the course or training program for which the scholarship has been granted be applied toward a degree. It must, however, be work or career-related so that the courts, as well as the individual recipient, benefit.

g. The applicant may apply for tuition assistance to attend the annual conference of the FCCA. This amount shall not exceed $250.00 or the amount of the annual conference registration fee, whichever is higher, or other limit established by the Board.

h. In awarding tuition assistance, the Committee may consider years of membership, economic need, FCCA contributions, whether the applicant has attended an FCCA conference, and the applicant's interest in continuing education.

i. Upon completion of the course or training program, the scholarship recipient must write a letter to the Committee describing the course content and the value of the educational program. The award winner may be required to write a brief article for the *FCCA Journal*.

j. Scholarship awards will be provided on a reimbursement basis (after the course or conference has been completed), unless special circumstances exist.

k. The deadline for receipt of applications shall be April 15th.

l. Approval of applications and a decision as to the awards shall be made by the Committee no later than 60 days prior to the annual conference.

m. The applicants will be notified by phone or mail at least 45 days prior to the annual conference.

4. ELIGIBILITY:

In order to qualify, each applicant must:

a. Be a member in good standing of FCCA for a minimum of two (2) consecutive years.

b. Be a deputy clerk, employed by the U.S. Courts.

c. Complete and submit the application in a timely fashion.

d. Agree to the conditions set forth in Section 3(d) and (e) above concerning continued employment and sign the "Continuing Employment Agreement."

e. Not be a current member of the FCCA Board of Directors or an FCCA officer.

5. APPLICATIONS:

a. Eligible individuals must submit completed application forms to the Committee by April 15th.

b. Applications postmarked or e-mailed after April 15th will not be considered.

c. First-time applicants will be given priority consideration by the Committee.

The FCCA Scholarship Application, Continuing Employment Agreement, and the program description may be found on the FCCA web site at http://www.fcca.ws/ or contact:

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