

CRITERIA FOR LOUISIANA ASSOCIATION OF MUNICIPAL SECRETARIES AND ASSISTANTS (LAMSA) SCHOLARSHIP

1. Application for the LAMSA scholarship is open to all qualified active members with a need that impacts their ability to attend the LAMSA Conference. Two scholarships shall be funded semi-annually, if funding is available, at the recommendation of the Scholarship Committee.
2. The Scholarship Committee will be comprised of three LAMSA board members.
3. Application guidelines:
 - A. Letter to LAMSA Chairman of the Scholarship Committee which states need for assistance and the general reason for request.
 - B. Letter of recommendation from the applicant's mayor or immediate supervisor which verifies the need as requested.
4. The Scholarship Committee should be given generous discretion in establishing other criteria in considering special circumstances as each conference selection and awards must be made one over another.
5. The applicant is required to reapply for additional scholarships.
6. The scholarship pays the entire registration/tuition for the LAMSA Conference.
7. The scholarship award will include tuition plus up to \$100 for expenses upon receipt of appropriate documentation to the LAMSA Treasurer.
8. Decisions on any additional scholarship funding may be made by the committee contingent upon availability of funds and approval of the LAMSA Board.

THUS DONE AND ADOPTED BY THE LAMSA EXECUTIVE BOARD ON MAY 19, 1999