

**Sandra Watkins**  
**TMCCP Election Law Seminar Scholarship Application**

APPLICANT'S NAME \_\_\_\_\_ TITLE \_\_\_\_\_

CITY \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

Have you been employed continuously for the past 6 months in the capacity of municipal clerk/city secretary; assistant municipal clerk/assistant city secretary; deputy municipal clerk/deputy city secretary; a combination of these positions; or as an employee of the city secretary's office who performs core city secretary duties?  Yes  No

Are you a current TMCA, Inc., member?  Yes  No

Will you be a TMCA, Inc., member for 6 months as of June 15?  Yes  No

Is your municipal population fewer than 5,000?  Yes  No

Please state your annual travel budget. \_\_\_\_\_

Have you previously attended a TMCCP Election Law Seminar?  Yes  No

If so, when? \_\_\_\_\_

- Attach a letter of support from your Mayor or City Manager expressing financial need and how educational and professional goals will be enhanced by receiving the Sandra Watkins TMCCP Election Law Seminar Scholarship.
- If you are an employee of the city secretary's office but do not have the title of municipal clerk/city secretary; assistant municipal clerk/assistant city secretary; deputy municipal clerk/deputy city secretary; or a combination of these positions, attach a letter of support from the supervising city secretary supporting your participation in TMCA and acknowledging that your job functions include supporting the city secretary in the core duties described in the eligibility requirements.
- If you are not an employee of the city secretary's office, attach a letter signed by your supervisor and the municipal clerk/city secretary supporting your participation in TMCA and acknowledging that your job functions include the core duties described in the eligibility requirements.

***If the scholarship is awarded, it must be used for a TMCCP Election Law Seminar held within two years of award.***

**APPLICANT PLEASE READ AND SIGN:**

*I attest that the above statements contained in this document are true and correct.*

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**RETURN COMPLETED APPLICATION TO TMCA SCHOLARSHIP COMMITTEE CHAIR:**  
TMCA, Inc., 1155 Union Circle #305067, Denton, Texas 76203  
[municlerks@unt.edu](mailto:municlerks@unt.edu)

Application must be received by JUNE 15.

# **SANDRA WATKINS ELECTION LAW SCHOLARSHIP**

**Maximum amount awarded:** \$500 each, once annually

## **Intended use:**

The scholarship program is intended to assist awardee with registration fees and travel expenses for a TMCCP Election Law seminar held within two years of award. Awardee shall be a TMCA member from a small city/town with a population fewer than 5,000.

## **Eligibility Requirements:**

Applicant must submit a letter of support from the Mayor or City Manager expressing financial need and how educational and professional goals will be enhanced by receiving the Sandra Watkins Election Law Scholarship.

Applicant must be a member of the Texas Municipal Clerks Association for the past 6 months. There is no requirement for TMCA member to be enrolled in the Certification Program.

Applicant must be employed continuously for the past 6 months in the capacity of municipal clerk/city secretary; assistant municipal clerk/assistant city secretary; deputy municipal clerk/deputy city secretary; a combination of these positions; or as an employee of the city secretary's office who performs core city secretary duties. If applicant is an employee of the city secretary's office but does not have the title of municipal clerk/city secretary; assistant municipal clerk/assistant city secretary; deputy municipal clerk/deputy city secretary; or a combination of these positions, applicant must submit a letter of support from the supervising city secretary supporting applicant's participation in TMCA and acknowledging that job functions include supporting the city secretary in the core duties described in the eligibility requirements.

An applicant who is not an employee within the city secretary's office must submit a letter signed by their supervisor and the municipal clerk/city secretary acknowledging core job duties include handling municipal elections. Applicant must be a municipal employee.

## **History:**

The Sandra Watkins Election Law Scholarship was established in October 2017, in honor of Sandra's long time passion, service, and commitment to educating municipal clerks through the TMCCP Election Law seminars where she served as co-presenter for seven years on the Early Voting process for the TMCCP Election Law Seminar. She also co-authored Chapter 12, "Records Management," and

Chapter 15, "Professional Etiquette and Protocol" of the *Texas Municipal Clerks Handbook*, 10th edition.

Sandra began municipal service in Deer Park in 1985 as the Deputy City Secretary, she was appointed City Secretary in May 1992, and retired from her service on February 28, 2017. She proudly served the state executive board for the Texas Municipal Clerks Association as Trustee from 2011-2013, as Secretary in 2014, Treasurer in 2015, and Vice President in 2016. Past service at the state level has included Historian, chair of the Resolution Committee, chair of the TML Booth Committee, chair of the Scholarship Committee, member of the Nominating and Audit Committees, and board liaison. She served as a member of the Texas Municipal Clerks Certification Committee for three years.

Sandra was an active member of the Salt Grass Chapter, held all elected offices, served on various working committees, and served as co-presenter of the Houston-Galveston Area Council Election Workshop for eight years.

In Sandra's own words, "Not every city can provide support to their municipal clerk because of financial issues. I feel every municipal clerk should have the opportunity to attend seminars that would benefit them in their endeavor to be their best for their city, especially the Election Law seminar because that is one process every municipality conducts."

**SCHOLARSHIP ADMINISTRATION**  
**Sandra Watkins Election Law Scholarship**

Reimbursable expenses are exclusive to TMCCP Election Law seminar registration fees and travel expenses.