

Chemung/Schuyler Municipal Clerks Association

Town of Elmira
1255 W. Water Street
Elmira, NY 14905
(607)734-2031 Ext.1

<i>President</i>	<i>Tammy Stein</i>
<i>Vice President</i>	<i>Gloria Stiger</i>
<i>Secretary</i>	<i>Amanda Hillman</i>
<i>Treasurer</i>	<i>Linda Forrest</i>

January 14, 2026

Memorandum

To: Area High School Guidance Counselors

From: Tammy Stein, President, C/SMCA

The Chemung/Schuyler Municipal Clerks Association will be awarding two scholarships this year in memory of Lynn Collier, a Town Clerk who promoted continuing education. One scholarship will be awarded to a graduating student who resides in Chemung County, and one scholarship will be awarded to a graduating student who resides in Schuyler County.

The students must be graduating seniors with plans to continue their education at an accredited college, university, business, or technical school in the field of Business or Government. Enclosed are two forms - one for the guidance counselor to complete and one for the student to complete. We ask that each school send to the address above one recommendation (the completed application forms) to be received no later than 4:30p.m. on April 10th. Late applications will not be considered.

We will notify each school by May 1st of the winners selected. The awards will be presented during an Association dinner meeting to be held on May 21st (information regarding the time and location will be provided with the notification of the scholarship winners). The winning students and one guest each are encouraged to attend the dinner. Additional guests may attend at their own expense. If unable to attend, we will forward the award to the high school for presentation at a school ceremony or at graduation. In either case, we would appreciate the award being announced at the Graduation services.

If you have any questions regarding the application process, please do not hesitate to contact us. Thank you for assistance and participation.

Chemung/Schuyler Municipal Clerks Association

Lynn Collier Memorial Business Scholarship Award

Scholarship Application Eligibility Requirements

1. The student must **RESIDE** in either Chemung or Schuyler County.
2. The student must be a member of the Class of 2026 and plan to enroll at an accredited college, university, business, or technical school in the summer or fall of 2026 to study in the fields of **BUSINESS** or **GOVERNMENT**.

Instructions

1. Please type or print **CLEARLY** in ink all information.
2. The guidance counselor or principal should complete the attached recommendation and mail it along with the student's grade transcript and completed student application form to:

Tammy Stein
Town of Elmira
1255 W. Water Street, Elmira, NY 14905
3. All applications must be received by the close of business (4:30 p.m.) on April 10, 2026. Late applications will not be considered.
4. Each school will be notified of the Scholarship winners by May 1, 2026. The awards will be presented during a Chemung/Schuyler Municipal Clerks Association dinner meeting to be held on May 21st (information regarding the time and location will be provided with the notification of the scholarship winners). The winning students and one guest each are encouraged to attend the dinner. Additional guests may attend at their own expense. If unable to attend, we will forward the award to the high school for presentation at a school awards ceremony or at graduation.
5. One scholarship will be given to a student **RESIDING** in Chemung County and to one student **RESIDING** in Schuyler County.

**Chemung/Schuyler Municipal Clerks Association
Lynn Collier Memorial Business Scholarship Award**

Recommendation Form

PRINT CLEARLY

Please complete and return with the student's grade transcript to the attention of: Tammy Stein, Town Clerk, Town of Elmira 1255 W. Water Street, Elmira, NY 14905. It must be in her office no later than 4:30 p.m. on April 10, 2026.

Name of applicant _____

Address _____

County _____ Town _____

High School _____

I have known the student for _____ (indicate length of time)

Please indicate the student's class rank achieved during his/her complete academic career:

a. Student rank _____ in a class of _____

b. This rank is based on _____ semesters/quarters

What is the student's Grade Point Average or % average? _____

What are the SAT scores? Verbal _____ Math _____ Year taken _____

Please enclose a copy of the student's high school transcript (include full seven semester report and list courses attempted during the 8th semester).

Please describe the student's conduct, character, personal qualities, and suitability for their career choice. Please be thorough and specific. Use of additional sheets is permitted _____

I hereby certify that the recommendation and other information included above in the name of _____ has been completed by me, as evidenced by my signature below.

Signature of Principal or Guidance Counselor

Printed Name of Principal or Guidance Counselor

Title

**Chemung/Schuyler Municipal Clerks Association
Lynn Collier Memorial Business Scholarship Award**

Student Application Form

PRINT CLEARLY

Please complete and return to your Guidance Counselor

Name of applicant_____

Address_____

County_____Town_____

High School_____

Father/Guardian Name_____

Occupation_____Employer_____

Mother/Guardian Name_____

Occupation_____Employer_____

Number of brothers and sisters_____

What are some of your interests, include any part-time employment_____

What college, university, business, or technical school will you attend_____

Have you been formally accepted_____

What major and degree will you pursue_____

What are your career goals following completion of your
education_____

Please let us know why you are requesting this scholarship_____

Signature_____Date_____