



# Scholarship

## GUIDELINES & APPLICATION

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The Chamber of Commerce Executives of Missouri (CCEM) encourages professional development for our chamber leaders. CCEM offers a scholarship program for employees of member chambers to attend a CCEM conference, Institute for Organizational Management, Association of Chamber of Commerce Executives (ACCE) or Chamber Management Academy.

### **Award Value:**

For CCEM Conference, the scholarship value will equal \$125.00 towards the full registration fee (*at the membership rate*).

For Chamber Management Academy, the scholarship value will equal \$50.00

For ACCE Conferences, maximum value will be \$809.

For U.S. Chamber Institute, scholarship value will be no more than \$500.

All other costs, including travel and incidental costs not specifically covered by the registration fee, will not be included in the scholarship and will be the responsibility of the applicant.

**Criteria:** Applications for this scholarship must be submitted to the Scholarship Committee on or before **Friday, March 30, 2018**.

The following additional rules apply.

1. Only applications of chamber employees will be considered.
2. The applicant must be a dues-paying member in good standing of CCEM.
3. The scholarships award priority will be based on need.
4. All applications must be submitted on the scholarship form enclosed.
5. If awarded a CCEM conference scholarship, the registration fee will be waived when the recipient registers for the conference.
6. If awarded a scholarship for Institute or ACCE, the chamber will be reimbursed by CCEM after the recipient has registered.
7. A scholarship recipient unable to attend the conference or training event will forfeit that scholarship to an alternate, as selected by the Scholarship Committee.
8. Only one scholarship, whether for a conference or training event, will be awarded to an individual in a given year.

**Deadline for application is March 30, 2018.**

# Application

## Personal Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Chamber: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Are you a Full Time (40 hours per week) employee? \_\_\_\_\_

Are you a part time, less than 40 hours per week employee? \_\_\_\_\_

How many months/years have you been in the Chamber profession? \_\_\_\_\_

## CCEM Participation:

Have you attended an Institute for Organizational Management before? \_\_\_\_\_ When? \_\_\_\_\_

Have you attended the ACCE Annual Conference before? \_\_\_\_\_ When? \_\_\_\_\_

Have you attended a CCEM Conference before? \_\_\_\_\_ When? \_\_\_\_\_

Have you attended the Chamber Management Academy? \_\_\_\_\_ When? \_\_\_\_\_

## Please indicate what meeting you are requesting a scholarship for:

- US Chamber Institute (noted below)

Institute for Organizational Management, and which location:

Is this your first year of Institute? \_\_\_\_\_

Winter – Tucson, AZ – January 6-10, 2019

Midwest – Madison, WI – June 3-7, 2018

Southeast – Athens, GA – June 24-28, 2018

West – Los Angeles, CA – July 8-12, 2018

Northeast – Villanova, PA – July 29 – August 2, 2018

- ACCE Annual Conference – July 17-20 – Des Moines, IA
- Chamber Management Academy – Aug 2-3, 2018, Jefferson City, MO
- CCEM Fall Conference – Sept 26-28, 2018 – Cape Girardeau, MO

## Chamber Information:

How many members does your chamber have? \_\_\_\_\_

How many staff members does your chamber have? \_\_\_\_\_

What is your chamber's annual total budget? \_\_\_\_\_

What is your chamber's annual training budget? \_\_\_\_\_

State the reason you are applying for this scholarship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact either of the following CCEM Board members with any questions you may have.  
Ginger LaMar, Joplin Area Chamber of Commerce, [ginger@joplincc.com](mailto:ginger@joplincc.com)  
Monica Evinger, Branson/Lakes Area Chamber of Commerce, [mevinger@bransoncvb.com](mailto:mevinger@bransoncvb.com)

The scholarship committee will award scholarships at their discretion based upon the amount of scholarship money available and the number of requests received for scholarship.

Please return this form to: Tammy Long, Missouri Chamber of Commerce and Industry  
PO Box 149, Jefferson City, MO 65102  
Phone: 573-634-3511 / Fax: 573-634-8855  
[tlong@mochamber.com](mailto:tlong@mochamber.com)