



# Scholarship

## GUIDELINES & APPLICATION

---

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

**Award Value:** The scholarship value will equal the full registration fee (*at the membership rate*) for all CCEM conference registrations. For ACCE Conferences, maximum value will be \$795, and for 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, April 24, 2015**. The following additional rules apply.

1. Only applications of full-time chamber employees will be considered.
2. The applicant must be a dues-paying member of CCEM.
3. The scholarships will be awarded on the basis of 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.
9. The CCEM Scholarship Committee will award this scholarship at their discretion based upon the amount of scholarship money available and the number of requests received for scholarship assistance.

**Deadline for application is Friday, April 24, 2015.**  
**Please use attached application**



# Application

## Personal Information:

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

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

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

## 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:

Institute for Organizational Management, and which location: Will this be your first year of Institute? \_\_\_\_\_

Winter       Midwest       Southeast       West       Northeast

ACCE Annual Conference - 2015

CCEM Fall Conference – 2015

US Chamber Institute (noted above)

## 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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)