



## NMCEA Scholarship Policy

(developed & approved 2/3/2009)

The NMCEA has set the following goals in developing its scholarship policy:

- To encourage NMCEA member Chamber of Commerce's staff to further their education in professional Chamber management practices;
- To consistently offer and attempt to increase the number and amount of scholarships to deserving applicants;
- To provide for fair decision making in awarding scholarships;
- To call attention to the NMCEA as an organization committed to the betterment of the Chambers of Commerce in New Mexico through professional education
- To encourage scholarship award activities at all levels.

### Purpose

The purpose of the scholarship process is to provide NMCEA member Chambers with a means to recognize and to promote individuals who are interested in the Chamber profession, by providing financial assistance for reimbursement of tuition or registration fees for educational programs.

Chambers are encouraged to involve their staff in professional development opportunities as a means of introducing them to the Chamber profession.

### Available Scholarships

The scholarships available at any given time will depend upon a decision by the NMCEA Board to fund the scholarship program. Once the NMCEA Board designates funding for scholarships, a call for applications will be issued to the membership along with a copy of this policy and an indication of the application deadline for the current call. Budget permitting, there may be multiple scholarship cycles authorized by the Board each year.

### Application Process

1. Every scholarship applicant must complete and submit an application form (attached) not later than the stated deadline for the scholarship cycle.
2. Scholarship funding may be requested for tuition or registration reimbursement only. The scholarship may not be used for paying the recipients wages, travel expenses, or other costs of participation.
3. To broaden potential experience, scholarships will be given for training opportunities and national, regional and state chamber gatherings. Examples of appropriate training include, but are not limited to:



<b>Chamber Professional Development Programs</b>
U.S. Chamber Institute for Organizational Management
U.S. Chamber Invested Leader Institute
WACE Academy
WACE Annual Conference

- 4. The applicant’s chamber must agree to make some level of financial contribution toward the applicant’s training at the event for which a scholarship is sought. Generally, the applicant’s chamber’s contribution toward expenses associated with attendance shall exceed the scholarship amount requested for tuition or registration reimbursement.

Application Review and Scholarship Award

A board-appointed review committee will review applications and select scholarship recipients. Members of the scholarship review committee and their affiliated staff will be ineligible for a scholarship that cycle. The committee will determine the weighting of the scholarship award criteria and the recommendation.

If an individual applicant or applicant Chamber has received scholarship awards in two consecutive years, priority shall be given by the review committee to other applicants and applicants from other Chambers in evaluating the applications.

The committee may make partial awards of the amounts requested by applicants.

The NMCEA Board reserves the right to make the final determination as to who will receive the scholarships and the amount of the scholarships should a question arise. All decisions will be final.

A waiting list for unfulfilled scholarship applications will be kept. If a scholarship recipient becomes unable to use their scholarship, the review committee will offer a scholarship to the first person on the waiting list, and then progress down the list until a recipient is determined.

Reimbursement

Upon completion of the professional development training, scholarship recipients shall provide a reimbursement request to the NMCEA Treasurer to include a copy of the receipt for payment of the tuition/registration fee and a copy of their proof of completion of the training. The Treasurer will arrange for payment of the reimbursement.



## NMCEA Scholarship Application

A scholarship program is offered by the New Mexico Chamber Executives Association (NMCEA) to individuals who are employed by a Chamber of Commerce that is currently a member in good standing NMCEA

### Eligibility & Use

1. Applicant must have been employed by an NMCEA member chamber a minimum of six months as of the date of the application.
2. Applicant must be employed by a Chamber of Commerce that is currently a member in good standing NMCEA
3. Scholarships are for reimbursement of tuition/registration costs; the applicant must pay all other expenses (i.e., housing, meals and travel).
4. Applicant(s) selected must attend the training for which they are applying.

### Selection

After a review of all applications, the NMCEA Scholarship Review Committee shall select the scholarship recipients; their decision will be final. NMCEA reserves the right to make multiple awards.

### Application

Application is hereby made for a tuition/registration scholarship not to exceed \$\_\_\_\_\_. It is understood by the applicant that the scholarship will be in the form of reimbursement of his/her pre-paid conference registration fee. It is also agreed that those selected may be asked to write an article for use by the NMCEA in upcoming publications.

Name \_\_\_\_\_ Years in present position \_\_\_\_\_  
 Chamber \_\_\_\_\_ Years in chamber profession \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
 Current position \_\_\_\_\_ Email \_\_\_\_\_

What professional development training will you use the scholarship for? (include presenting organization, date(s), place, and tuition/ registration cost) \_\_\_\_\_

\_\_\_\_\_

Have you received an NMCEA scholarship previously?  yes  no

If so, when and for what? \_\_\_\_\_

Amount you are requesting NMCEA to fund \$ \_\_\_\_\_

Provide a short statement by attachment explaining why you feel deserving of the scholarship

**Applicant** \_\_\_\_\_

**Applicant's Chamber Executive Director** \_\_\_\_\_