



MAINE ASSOCIATION OF CHAMBER OF COMMERCE EXECUTIVES

MACCE CONFERENCE SCHOLARSHIP APPLICATION

The Maine Association of Chamber of Commerce Executives (MACCE) promotes Chamber Executives and their key staff members to become more involved in networking and professional development opportunities.

To that end, MACCE makes available scholarship opportunities to help local and regional chamber staff members attend in-state MACCE conferences. This financial assistance depends on available MACCE funds and will be overseen by the MACCE Board of Directors.

The MACCE Conference Scholarship Fund is intended to assist staff members of local and regional chambers who might not be able to attend a MACCE conference otherwise.

The following parameters will be used to evaluate applications:

1. New Director/First Time Attendee Clause:

For the lead chamber staff person (referred to as “new director”), if you have never attended a MACCE Conference, you may attend for free, if you’re chamber does not have budget line for this expense (including meals, lodging and mileage reimbursement).

2. Partial Scholarship Availability

Partial scholarships are available for a 1-1 match to cover conference registration & mileage (including meals, lodging and mileage reimbursement)- essentially a 50% coverage- for every conference- meaning multiple requests per year, per chamber.

3. Full Scholarship Availability

Full scholarships are available for those who can show substantial financial need. However, please note the standard award is a 1-1 match, and a full scholarship would be the exception rather than the rule and is based on available funding. Full scholarships available only once per year, per chamber, though getting a full scholarship does not exclude you from a partial scholarship at the other conference per year (as outlined in item #2- Partial Scholarship Availability).

4. Protocol for All Scholarships

Chambers asking for a scholarship need to provide:

- must include a narrative addressing
 1. Chamber's financial need
 2. Reasons for wanting to attend the conference
 3. Plans for covering this expense fully in the future
- must include a statement of support from their Board of Directors and/or staff supervisor

5. Scholarship Auction (Spring Conference)

Any scholarship recipient in the past 12 months will be expected to provide an item for the scholarship auction which happens annually at the Spring Conference. This auction goes back directly to funding these scholarships, so a donated item of value helps us raise the funds we need to support this program.

6. Availability of Scholarships

Any scholarship awarded is based on the availability of funds and the amount of the award is determined at the discretion of the Scholarship Committee. Awards may differ based on the participants length of stay or what the Scholarship Committee deems as reasonable. The Scholarship committee has sole authority for requests. Also, if a scholarship request is granted, whether it be for a one-night, two night or commuter package, the participant getting a scholarship is expected to attend all MACCE programs associated with that package.

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CONFERENCE SCHOLARSHIP APPLICATION**

NAME _____

CHAMBER _____

ADDRESS _____

PHONE _____ E-MAIL _____

NUMBER OF YEARS WITH THE CHAMBER _____

CHAMBER ANNUAL BUDGET _____

NUMBER OF EMPLOYEES _____ NUMBER OF MEMBERS _____

CHAMBER IS A MEMBER OF THE FOLLOWING ORGANIZATIONS:

____ US CHAMBER OF COMMERCE

____ MAINE SOCIETY OF ASSOCIATION EXECUTIVES

____ NEW ENGLAND ASSOCIATION OF CHAMBER OF COMMERCE EXECUTIVES

NUMBER OF YEARS AS A MACCE MEMBER _____

NUMBER OF MACCE MEETINGS ATTENDED IN THE LAST 2 YEARS _____

LIST PREVIOUS SCHOLARSHIPS RECEIVED THROUGH MACCE (including year/amount): _____

ATTACH A SEPARATE SHEET ADDRESSING THE SCHOLARSHIP PARAMETERS REQUESTED ON PAGE 1.

If you are awarded a scholarship and are unable to attend this year, the scholarship money must be returned.

Please return the completed application to: aarno@mainechamber.org

or by mail to:

MACCE
c/o Maine State Chamber
125 Community Drive, Suite 101
Augusta, ME 04330

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