



2017 MACCE Scholarship Program

MACCE's commitment to professional education for its members enjoys a long tradition. The desire to establish a scholarship program with which members could attend professional education programs was the impetus, years ago, to establish MACCE as an organization. This document answers frequently asked questions, describes the application process and enumerates application criteria & rules.

Frequently asked questions

1. Q. For what programs are scholarship funds granted?

- A.** MACCE provides tuition money for chamber-related programs like those offered by the following organizations between January 1st, 2017 and December 31st, 2017. Funding for programs other than these is possible:
- The Institutes for Organizational Management (please note this scholarship period includes the Winter 2017 session)
 - The Association of Chamber of Commerce Executives (ACCE)
 - The United States Chamber of Commerce (US COC)
 - The American Society of Association Executives (ASAE)

2. Q. How much money is available and how much of that may I receive?

- A.** The MACCE Scholarship Committee anticipates that \$2,250 will be available for its 2017 scholarship program, as well as two \$500 first-year scholarships to the Institute for Organization Management. The maximum amount payable for any single program is \$1,000.

3. Q. What about other costs?

- A.** Expenses that exceed threshold funding are the responsibility of the scholarship recipient and/or his/her employer.

4. Q. When is the scholarship paid and to whom?

- A.** MACCE pays approved funds after the successful applicant completes the approved program. An invoice from the applicant's employer, along with proof that funds were paid and satisfactory evidence that the applicant completed the approved course are required to secure reimbursement. Such documentation is required to be submitted during the fiscal year in which the funds are granted (for those attending Winter Institute, within 30 days of attendance). The MACCE fiscal year runs from January through December. MACCE remits payment to the recipient's employer.

5. Q. My employer has no money. Can we get scholarship funds in advance?

- A.** In case of financial hardship, an approved applicant and his/her employer may request reimbursement before the applicant attends the intended program. The Scholarship Committee is solely responsible for the consideration and disposition of such requests. Failure to provide proof that the applicant satisfactorily completed the approved course will require repayment of the funds to MACCE and/or abridging other Scholarship program rules, may jeopardize future scholarship awards.

6. Q. **What is the application deadline this year?**
- A. Material must be received at the proper address (see below) **received on or before Friday, February 24, 2017**. The committee will report its recommendations to the Board in mid-March. Applicants will be notified about the disposition of their applications by the end of March.
7. Q. **Where do I get an application?**
- A. Ms. Melanie Pursel, MACCE 2017 Scholarship Committee Chair
Greater Ocean City Chamber of Commerce
Eunice Q. Sorin Visitor and Conference Center
12320 Ocean Gateway
Ocean City, MD 21842
melanie@oceancity.org
Phone: 410-213-0144
8. Q. **Where do I send my completed application material?** (absolute Deadline: February 24, 2017)
- A. Ms. Melanie Pursel (see #7 above for address and email information)
9. Q. **Who should I contact for more information?**
- A. Any member of the Scholarship Committee:
Melanie Pursel, Greater Ocean City Chamber – melanie@oceancity.org
Paul Frey, IOM -- Hagerstown-Washington County Chamber – paul@hagerstown.org
Linda Friday – Queen Anne’s County Chamber – linda@gacchamber.com
10. Q. **Who awards the scholarships?**
- A. The MACCE Scholarship Committee reviews the applications and recommends a list of recipients to the MACCE Board of Directors. The MACCE Board of Directors has final authority over all activities conducted on behalf of the association.

The Application

Applicants must submit all documentation on the enclosed Application Form, with the balance of the submission typed on 8.5” x 11” white paper or letterhead. **The application must be complete, filed on time (deadline this year is Friday, February 24, 2017), transmitted to the proper address, and include the information requested below.** Applicants also must address all application criteria, described farther below:

- The sponsoring Chamber’s most recent financial report or current budget.
- A biographical description showing the applicant’s employment history, educational levels attained, and special courses completed, professional and civic volunteer activities and leadership roles, etc. A resume that describes these attributes is acceptable.
- If the application is from the chamber executive, a letter from the chief elected volunteer of the applicant’s Board of Directors indicating that:
 - (a) the Applicant’s Board will provide the necessary time for the applicant to attend the program for which funds are being requested.
 - (b) the Applicant’s Board agrees to cover other costs such as room and board, meals, transportation, etc. that may be crucial to program attendance.
 - (c) the Applicant’s Board realizes that the employer will be reimbursed by MACCE after the approved educational program has been successfully completed by the approved applicant.
- If the applicant is a staff member, the executive director of the organization must provide the letter which includes (a), (b), and (c) above.

Criteria

- **Employment**

The applicant must be a paid employee of a MACCE member in good standing at the time he/she applies. If the applicant is not the CEO where he/she works, the CEO must endorse the applicant's participation by letter submitted with the application. Also, the applicant must have completed one year of employment at his/her Chamber, and be an active member of MACCE, having attended at least one MACCE meeting in calendar year 2017.

- **Priority Consideration**

- A). Applications from CEOs shall be considered before applications from other staff, regardless of the program/s for which funding is sought.
- B). Applications from CEOs seeking to attend Chamber accreditation or CCE Certification programs.
- C). Applicants with at least two years of service at his/her current employer or five years of experience as an association professional, and those who are unable to attend the desired program without financial aid, shall have priority over other applicants.
- D). Requests from applicants who have not previously applied for or been awarded scholarships.

- **Renewal:** Applicants seeking to renew a scholarship must complete all forms and satisfy all application criteria each year. There is no guarantee that a scholarship will be renewed each year.
- **Participation:** The applicant or his/her CEO must have attended at least one MACCE meeting in the prior year.
- **Expiration:** The scholarship must be used within the calendar year in which it is awarded. If not used, a new application must be submitted.
- **Preclusion:** MACCE may supplement, but will not duplicate, scholarship funding from another source for the same program in the same year.
- **Multiple Scholarships Restriction:** No MACCE member may receive more than one MACCE scholarship in any 12-month period.

Note 1: Discovery that an applicant or his/her employer abridged any scholarship criteria and/or requirements may result in MACCE disciplinary action toward the applicant and adversely affect future applications from that organization.

Note 2: Scholarship Committee members, who are applicants themselves, are excused from the Committee in the year during which such a conflict of interest could occur.