

(NHACCE LOGO HERE)

# **NEW HAMPSHIRE ASSOCIATION OF CHAMBER OF COMERCE EXECUTIVES**

## **SCHOLARSHIP POLICY**

### **QUALIFYING APPLICANTS**

The New Hampshire Association of Chamber of Commerce Executives (NHACCE) is pleased to offer member chamber executives or their key staff members the opportunity to apply for a scholarship for tuition or conference registration fees to be used to advance their professional development.

### **QUALIFYING PROGRAMS**

Qualifying programs included but are not limited to:

- Chamber Conferences (NHACCE, NEACCE, ACCE, US Chamber, etc.)
- Leadership Programs not produced by the applicant's chamber (Leadership Seacoast, Leadership NH, etc.)
- Economic Development Conferences (NH Main Street Conference, etc.)
- Tourism Programs (Governor's Conference on Tourism, Destination NH, etc)
- Others as the NHACCE Board of Directors deems appropriate

### **SCHOLARSHIP DEADLINES**

NHACCE scholarship application deadline is least 60 days prior to the start of the program.

### **SCHOLARSHIP CRITERIA**

1. Applicant's chamber must be a member in good standing of NHACCE (i.e. membership dues are current).
2. Applicant must be employed by a New Hampshire chamber of commerce for at least one year.
3. The scholarship must be used within one year from when it is awarded and used for program registration fees only. This excludes use for any other use such as meals, lodging, transportation, or entertainment.
4. Scholarship checks will be made out to the institution conducting the program, or to the applicant's chamber with appropriate documentation for reimbursement.
5. The application for the scholarship should be post marked or faxed at least 60 days prior to the start of the program.

*The New Hampshire Association of Chamber of Commerce Executives (NHACCE) is organized to foster and enhance the professional development of Chamber of Commerce executives.*

6. Except as noted in #9 below, individual awards may be up to 100% of the registration fee or \$1,000.00, whichever is less.
7. Except as noted in #9 below, a NH ACCE member is eligible to receive up to two scholarships per year for a total value not to exceed \$1,000.00, subject to NH ACCE board approval.
8. Applicant's chamber must submit a letter of commitment to pay the additional costs associated with attending the program applied for. The letter (on requesting chamber's letterhead) must come from the chamber's chair, president or executive director.
9. Scholarship criteria for recurring conferences described below are as follows:
  - a. NHACCE Conferences – two (2) scholarships available for NH ACCE conference registrations fees, not to exceed \$400 per registration.
  - b. NEACCE Conferences – two (2) scholarships available to for NE ACCE conference registration fees (member rate), not to exceed \$400 per registration.
  - c. ACCE Annual Conferences – one (1) scholarship available for ACCE conference registration, in an amount equal to matching scholarship provided by ACCE, for its annual summer conference. NH ACCE scholarship not to exceed \$1000.00.
  - d. US Chamber Institute Program – one (1) scholarship available, in the amount equal to the matching scholarship provided by US Chamber for its Institute program, not to exceed \$1000.00.

***DISCLAIMER: The board of directors of NH ACCE reserves the right to change the scholarship policy described in this document at will, and without notice to members, to reflect the changing financial circumstances of the organization.***

**Scholarship Policy Updated and Approved by Board December 2008**