

ACE/CCES Professional Development Summit

2022 Bursary Application

Purpose:

The purpose of the bursaries is for Chambers Plan to provide financial assistance for ACE (Alberta Chamber Executives) and CCES (Chamber of Commerce Executives of Saskatchewan) members, who otherwise may not be able to, attend the Professional Development Summit. **Ten bursaries are available** (five for Alberta and five for Saskatchewan).

Description:

Each bursary is awarded to a current ACE or CCES member. The bursaries may be awarded each year, up to a maximum amount of **\$1000**, to cover conference registration fees, hotel nights and travel expenses. Receipts must be provided **within 30 days** of the conference, Monday, August 15, 2022 by 4 p.m. Chambers Plan will not pay mileage but will accept gas receipts as part of travel expenses.

Criteria:

1. Applications must be **received by 4 p.m. Wednesday, June 15, 2022**. The successful recipients will be notified by Friday, June 17, 2022.
2. Applicants must be a current staff person with a chamber of commerce.
3. Applicants must be a member in good-standing with ACE or CCES.
4. Applications must be completed in full, dated and signed by the applicant.
5. A letter of support from a current board member must accompany the application.
6. Bursaries will be awarded at the discretion of Chambers Plan. Chambers Plan reserves the right to not award any bursaries from the submissions received.
7. In the event of a cancellation, bursary recipients are required to provide the conference host with **48 hours notice**, after this time, there will be **no refunds**. There will be no substitutions.
8. Successful candidates are required to pay all expenses up front and then submit the receipts for reimbursement. Expenses to be **submitted with a void cheque** as all reimbursements will be made by direct deposit.

Good luck – Chambers Plan wishes you and your Chamber much success!

Pamela Brace
Regional Manager, Chamber Marketing
Enclosure

ACE/CCES Professional Development Summit

2022 Bursary Application

July 13-15, 2022

Lloydminster, AB



NAME:

TITLE:

CHAMBER:

ADDRESS:

PROVINCE:

POSTAL CODE:

PHONE:

EMAIL:

WEBSITE:

Explain the financial need for the bursary (OPTIONAL – provide a copy of last year's financial statement).

Name of senior staff person:

Name of current President/Chair:

Number of members:

Total Income:

Total Expenditures:

Have you attended the ACE Summit or CCES Fall Conference in the past? Yes No

How do you plan to market Chambers Plan in the next 12 months?

INTERNAL USE ONLY – Checklist for criteria

- Staff member
- Completed in full
- VOID Cheque

- Member in good standing with ACE/CCES
- Letter of support
- Signed and dated

I understand if I am unable to attend and do not give 48 hours notice, I will forfeit my registration fee.

Signature: _____

Date: _____

DEADLINE for Applications: 4 p.m. Wednesday, June 15, 2022

c/o Pamela Brace, Regional Manager, Chamber Marketing

28 Greenwood Close, Spruce Grove, AB T7X 1Y1

Phone: 1-866-421-1110 Ext. 104 e-mail: pam@prteam.ca