



# 2018 Institute Scholarship Application

**Deadline: Friday, March 16, 2018 at 5 p.m.**

Name \_\_\_\_\_

Chamber \_\_\_\_\_ Length of Time \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Population \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_ Website \_\_\_\_\_

Present Annual Dues Budget \$ \_\_\_\_\_ Total Budget \$ \_\_\_\_\_

Employed as                      Full Time                      Part Time

Please attach a copy of your chamber's current board approved budget.    Attached                      Yes                      No

Is your Chamber a member of the U.S. Chamber?                      Yes                      No

Have you ever received an OCCE scholarship before?                      Yes                      No

If yes, what program and year:

Have you participated in any OCCE or Chamber training programs? (i.e. Annual Conference, MAKO, Board Orientations, CEO Retreat, CCCE, etc.) Please list:

If you do not receive a scholarship, will you still attend the Institute?    Yes                      No

What scholarship are you applying for?

\_\_\_\_\_ First-time attendee, 2018 Spring/Summer locations (\$500 scholarship)

\_\_\_\_\_ 2<sup>nd</sup> – 4<sup>th</sup> Year attendee, 2018 Spring/Summer locations (\$500 scholarship)

If awarded a scholarship, which Institute site would you be attending:

Please write a summary of the reasons why you are applying and career objectives:

What other information would you like the scholarship committee to use when considering your application for an OCCE program scholarship?

If awarded a scholarship, will your organization pay for transportation, housing, and other incidental expenses of the applicant?            Yes            No

**\*\*2<sup>nd</sup> – 4<sup>th</sup> Year Attendees:** If awarded a scholarship, the applicant agrees to submit a blog (one page or less), on the value of attending Institute to you and your chamber. The applicant also agrees to having the blog published in an upcoming OCCE E-newsletter: \_\_\_\_\_ (initials)

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Signature of Applicant

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Signature of Chamber CEO (if not applicant)

### **Application Requirements and Selection Criteria:**

1. Application was submitted by deadline
2. Applicant must be employed in chamber profession
3. Applicant must be the chief executive or management employee who has demonstrated potential interest in a career in the chamber management field
4. Applicant must be current member of OCCE for 2018
5. Ability and willingness to pay remaining costs of the program of study
6. Letter of stating costs of program will be paid for program from Board President if President/Executive Director and President/Executive Director if staff
7. Financial need shall be considered providing above criteria are met
8. 2<sup>nd</sup> – 4<sup>th</sup> year attendee: Written blog, submitted in a separate document (.pdf or .docx) due before payment will be received.
9. 1<sup>st</sup> year attendees – scholarship cost will be applied at registration
10. 2<sup>nd</sup> – 4<sup>th</sup> year attendees – scholarship will be reimbursed back to the chamber after registration

**Please return form by email to:**

OCCE

Ruth Littlefield

[ruth@littlefieldmanagement.com](mailto:ruth@littlefieldmanagement.com)

(918) 630-6049

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