

ACC Annual General Meeting and Policy Plenary Session 2020 Bursary Application

Mark Your Calendar
May 28-30, 2020
Lethbridge, AB

Purpose:

The purpose of the Alberta Chambers of Commerce (ACC) bursaries is for Chambers Plan to provide financial assistance for ACC members to attend the Annual General Meeting and Policy Plenary Session.

Description:

Each bursary is awarded to one chamber staff or volunteer. The bursaries may be awarded each year, up to a **maximum amount of \$1000**, to cover the registration fee, three nights accommodation and travel. Receipts must be provided to Chambers Plan **within 30 days** of the conference, Tuesday, June 30 by 4 p.m. Mileage is not covered but we will accept gas and food receipts as part of travel expenses.

Criteria:

1. Applications must be **received by 4 p.m. Friday, April 3, 2020**. The successful recipient will be notified by April 9.
2. Applicants must be a current staff person or board of director with a chamber of commerce.
3. The chamber must be a member in good-standing with the ACC.
4. Applications must be **completed in full**, dated and signed by the applicant.
5. Bursaries will be awarded at the discretion of Chambers Plan. Chambers Plan reserves the right to not award any bursaries from the submissions received.
6. In the event of a cancellation, Chambers Plan must receive **5 business days notice**. If there is insufficient notice you will be invoiced for your registration by the ACC.
7. If the applicant is unable to attend, **there will be no substitutions**. Chambers Plan will award the bursary to another applicant from the submissions received.
8. Successful candidates are required to pay all expenses up front and then submit their 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

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NAME:	PROVINCE:	POSTAL CODE:
TITLE:	PHONE:	
CHAMBER:	EMAIL:	
ADDRESS:	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 AGM in the past? Yes ____ No ____

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

INTERNAL USE ONLY – Checklist for criteria

- | | |
|--|---|
| <input type="checkbox"/> Staff member or Board of Director | <input type="checkbox"/> Signed and dated |
| <input type="checkbox"/> Completed in full | <input type="checkbox"/> Member in good standing with ACC |
| <input type="checkbox"/> VOID Cheque | |

Signature: _____

Date: _____

DEADLINE for Applications: 4 p.m. Friday, April 3, 2020
c/o Pamela Brace, Regional Manager, Chamber Marketing
28 Greenwood Close, Spruce Grove, AB T7X 1Y1
Phone: 1-866-421-1110 Ext. 104 Email: pam@prteam.ca

