



Chamber of
Commerce
Executives
of Alberta

Assoc. des cadres
des chambres
de commerce
de l'Alberta

LEGACY BURSARY PROGRAM

Approved November 18, 2024

The purpose of the Chamber of Commerce Executives of Alberta Legacy Bursary Program is to provide financial assistance for up to 5 CCEA members to attend the CCEC national professional development conference.

The five bursaries are a legacy to honor Chamber executives we have lost:

- Irven Snider (Ponoka and Alberta)
- Pat Tenney (Lloydminster)
- Peggy Lapinski (Alberta)
- Cindy Taschuk (Rocky Mountain House)
- Kelly Carson (Executive Director, Cochrane & District Chamber of Commerce)

Available Bursaries:

The bursaries may be awarded each year, up to a maximum of \$1000 to cover conference registration fees, hotel accommodation and travel expenses. Receipts must be provided to CCEA.

Bursaries will be awarded at the discretion of the CCEA Bursary Committee. The Committee reserves the right not to award any bursaries from the submissions received.

The bursary will only be submitted to the applicant, no substitutions will be permitted.

There is a limit of 1 bursary awarded per Chamber. Chambers who have not received the CCEA Legacy Bursary in the past 3 years will receive stronger consideration.

General Eligibility:

Applicants must be a current Chamber staff person in their position for at least 12 months.

Applicants must be members of CCEC and CCEA. Membership is available free of charge.

Applicants must be willing to attend the CCEA Summit the following year and provide a brief presentation about key learnings.

Selection Criteria:

Overall application **10%**

- Quality of submission, timeliness, support of local Board, Desire to attend



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CCEA / CCEC participation 20%

- Past volunteering or involvement on CCEA Committee's, ACC Committee's, attendance at ACC events, ACC weekly calls and Policy Discussions, Support at CCEA Summit

Financial Need 50%

- Demonstrated Financial need, Size of Local Chamber Budget, Partial Support from Local Chamber Board, Approval to attend

Description of benefits to attending 20%

- Outline the Goals and Objectives of attending, what aspects they hope to learn and or how they will benefit from attending and how that will translate into running an effective local chamber.

Bursary Selection Committee:

The CCEA Legacy Bursary Program Selection Committee will be made up of the CCEA Chapter Chair (s), the CCEA Alberta Representative and one other at large member selected from the CCEA executive who is not eligible or intent on applying for a Bursary that year.

- The Committee will meet as per General Guidelines to review and update the Legacy Bursary Policy and confirm communication, timelines and selection criteria.

General Timelines:

- November: Confirmation of bursaries available and confirm timelines and communication plan.
- January: Applications are sent out to CCEA membership
- February: Application Deadline
- March: Legacy Bursary's Selection and communication to successful candidates.