

Wyoming State Chamber of Commerce Scholarship Program 2024

Purpose:

The purpose of the Wyoming State Chamber of Commerce (WSCC) Scholarship Program is to assist professional chamber of commerce staff and those directly involved with the chamber of commerce efforts in their communities with training costs that promote their professional development. This program is intended to be a benefit of membership in WSCC.

Funding:

Each year WSCC will provide scholarships to assist qualified members of the organization with professional training. Scholarship funding may be applied to program tuition within the state of Wyoming. Funding for the WSCC Scholarship Program is provided through the Wyoming Business Council and WSCC. Scholarships will be limited to two per person, per calendar year. The Scholarship Program is limited to available funding on a first-come, first-served basis.

Program Eligibility:

Participation in the WSCC Scholarship Program is limited to members in good standing with the WSCC. The scholarships are provided to Wyoming members actively working in a chamber of commerce as paid professional staff or in smaller Wyoming communities without full-time paid chamber of commerce staff, for designated persons involved in local community chamber of commerce activities. Priority will be placed on first time paid chamber of commerce staff to develop their professional chamber of commerce skills.

Eligible Expenditures:

Scholarship awards are designated to cover program tuition expenses only. Expenses eligible for reimbursement through the WSCC Scholarship Program are limited to tuition or registration fees, including training materials - within the state of Wyoming. Tuition/registration expenses may be prepaid directly by WSCC to the educational organization, upon request, or reimbursed upon completion of the training via submission of the Final Report.

Application Process:

The organization requesting a WSCC Scholarship must complete and submit a scholarship application form to WSCC Board of Directors, due by the 1st of the month to be reviewed by the board of directors. If applying for prepayment of tuition/registration fees, an original registration form must be submitted with this application. If applying for expense reimbursement, please include registration costs in the "Itemized Request" section of your application. This application must also include a letter from the sponsoring chamber's Board of Directors supporting the individual participant's training. Scholarship recipient must stay employed by the current employer for at least 6 months after training or they will be required to refund the scholarship.

Required Reporting:

Scholarships will be paid upon receipt of paid invoice/s, copy of transcript and brief description (testimonial) of your experience, within 30 days of the training/conference.

Please Sign that you have read and understand all of the above: _____

Wyoming State Chamber of Commerce Scholarship Program Application Itemized Request for Funding

1. **Tuition or Registration Fee** \$ _____

Other Grant/Scholarships Applied for _____ \$ _____
_____ \$ _____

TOTAL Scholarship Request \$ _____

To be completed by the WSCC Training and Scholarship Committee

Amount of Scholarship \$ _____

Date Approved _____ Approved By _____

**Wyoming State Chamber of Commerce
Scholarship Program
Application**

General Instructions:

The application form must be completed in its entirety and bear the signature of the chamber of commerce organization's authorized project director.
All attachments must accompany the original application. Incomplete applications will not be reviewed.

1. Sponsoring Chamber of Commerce _____
2. Person For Whom Scholarship is Requested _____
3. Mailing Address _____
4. City and Zip Code _____
5. Phone # _____ Email Address _____
6. Attendee's Position in the Sponsoring Organization _____
7. How long with sponsoring organization? _____
8. Name of Training Program _____
9. Location Where Training Will Be Held _____
10. Specific Course Title _____
11. Course Date(s) _____
12. Briefly describe the Course and explain how it will benefit the chamber and community in your area and the State of Wyoming _____

13. Attach a copy of the Course Description or other publicity document. Required for prepayment of tuition or registration fees.
14. Has your organization received any other WSCC Scholarship this calendar year? If so, please describe. _____

15. What was the last WSCC training/conference you attended? _____

Certification

I certify that the information provided in this application is true and correct to the best of my knowledge. If approved as a participant in the WSCC Scholarship Program, I agree to provide the required documentation to the Wyoming State Chamber of Commerce's Training and Scholarship Committee. I also understand that this grant is funded in cooperation with the Wyoming Business Council.

Signature

Title

Date