



ACEP SCHOLARSHIP PROGRAM

The purpose of this program is to encourage and help fund the continuing education of ACEP Members. One scholarship will be awarded per year with a value of \$750.00. This award will be given out at the Annual November Gala.

Eligibility:

1. Applicant's business must be a member of ACEP in good standing for a minimum of one (1) calendar year from application deadline date for the scholarship applied for. The applicant must have been employed for a minimum of one year to be eligible.
2. Scholarship recipients must wait at least two (2) years from the date they received their last scholarship before they may apply for additional scholarships.
3. Members of the Scholarship Committee are ineligible to receive scholarships during their term of service.

General Rules:

1. Scholarships must be used for the scholarship applied for unless the scholarship committee is notified in writing about the change and approves the reallocation.
2. Scholarship funds can be used for registration, tuition, course fees, course books or computer programs, and/or other supplemental expenses.
3. Costs of programs above the amount of the scholarship are the responsibility of the recipient.
4. Recipients are required to present a short program at a monthly meeting and/or prepare a newsletter article within two (2) months of the event.
5. If a scholarship is not awarded to an applicant, that applicant may reapply for a scholarship in the following application round.
6. Scholarship committee members and scholarship board liaison may not write a letter of recommendation for any applicant.

Application Deadlines:

The deadline for submitting applications for the ACEP Scholarship is the October general meeting (the 3rd Tuesday of October).

Selection Process:

1. All scholarship applicants will be notified before the general announcement regarding the final outcome of their application.
2. Selection will be announced to the general membership at the November Gala. The scholarship board liaison will report the selection to the board prior to notifying applicants.
3. A quorum of the scholarship committee will review applications and make a selection within three (3) weeks of the application deadline date. The selection will be made based on the established rating system that has been approved by the board.
4. Applications must be completed following the guidelines stated on the application form. Applications must also receive an average score of 65 (out of 100) or above to be considered.
5. ACEP will accept only qualified applications for scholarships. ACEP is not required to issue scholarships if no suitable or qualifying applications are received. If no scholarship is awarded, the money will be given to Potluck in the Park to help with their general operations.

Scholarship Distribution:

1. Scholarship expenses will be distributed after the expense has been incurred, and the requirements for receipts have been fulfilled.
2. The Scholarship recipient will submit receipts to the Scholarship committee chairperson within 45 days of use, verifying participation in applied for activities; unless the use applied for has already occurred within six (6) months of Scholarship award, then receipts should be presented within 60 days of award.
3. Scholarship funds must be used within six (6) months of the deadline date (either before OR after).

Scholarship Committee:

1. The Vice-President will act as board liaison, but not as chair of the Scholarship Committee.
2. The Scholarship Committee shall be comprised of the immediate Past President (also the Committee Chair), the current Membership Chair, and two (2) members of the General Membership to be appointed by the Vice President.