



2019/2020 SUSSEX COUNTY CHAMBER OF COMMERCE PROFESSIONAL DEVELOPMENT EDUCATIONAL SCHOLARSHIP

PURPOSE:

The Sussex County Chamber of Commerce is excited to present a new *Professional Development Scholarship* program for Sussex County Chamber member businesses and their employees. Scholarship consideration will be given for courses, conferences, webinars, and other educational programs providing additional skills and training for employees. While this type of training or coursework is optional for some trades and professions, others require it to maintain status, certification, or licensure. Scholarships are for tuition and training only. The awards will be used to further each recipient's education at a college, professional, technical, vocational or business school/program/training that will result in enhancing the recipient's education and marketability in the business community. Lodging, food, transportation and miscellaneous fees are not covered.

ELIGIBILITY:

1. Full-time employee of a Sussex County based business and Chamber member.
2. Seeking professional development/continuing education/training.
3. Demonstrates need.
4. Has consistently demonstrated the following qualities in the community, or on the job:
Applicant should possess a good attitude, excellent attendance record, enthusiasm, reliability, punctuality, community involvement, and a good work ethic.
5. Employment Verification and employer approval.

PROCEDURE: Submit two completed copies of all items listed below (via mail, fax or email):

- ❖ Application form (attached)
- ❖ One-page narrative summarizing your needs, aspirations and answering provided questions
- ❖ Work record and resume for the previous two years
- ❖ One (1) letter of reference from current employer/immediate supervisor employer contact information for employment verification and support

If mailing, send to: Sussex County Chamber of Commerce
120 Hampton House Road, Newton, NJ 07860
Fax: (973) 579-3031
Email: mail@sussexcountychamber.org

DEADLINE:

Completed applications packets must be received by close of business **FRIDAY, September 20, 2019 by 4:00 p.m.** No exceptions will be made to this deadline.

Privacy Statement:

All contents contained will remain confidential between applicant and the Sussex County Chamber of Commerce. Application does not guarantee an award of scholarship. The Sussex County Chamber reserves the right to disperse funds at its discretion.

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PROFESSIONAL DEVELOPMENT EDUCATIONAL SCHOLARSHIP**

APPLICATION FORM

APPLICANT'S NAME _____ COMPANY _____

COMPANY
ADDRESS _____ CITY _____ STATE/ZIP _____

PHONE _____ EMAIL _____ DATE _____

COLLEGE, TECHNICAL SCHOOL, OTHER EDUCATIONAL INSTITUTION, WEBINAR, CONFERENCE, ETC

AMOUNT OF SCHOLARSHIP REQUESTED: _____ (NOT TO EXCEED \$1000 annually)

ACKNOWLEDGEMENT:

I understand that these funds are for tuition/registration for the 2019-2020 calendar year. Funds will be paid directly to the institution, training or program and must be used within the year granted. Lodging, food, transportation and miscellaneous fees are not covered. If not used, money will be forfeited back to the scholarship fund.

Signature

Date

On a separate sheet, please submit a narrative which answers the following questions.

1. Reason for Application (ie: Personal growth or Professional development):
2. What are you are doing in your current employment position that you feel this education/training would enhance?
3. How will continuing your education/training benefit your employer, overall?
4. How will this education/training benefit you in your business career?
5. Scholarship funds will be used specifically for:
Trade school, College, Continuing education classes (example – QuickBooks), Webinar, Educational Conference or other?
6. Is this course required for you to retain your current employment position?
7. What is the total dollar amount of your education/training?
8. Name and location of facility offering education/training you have applied for?
9. When is the education/training you have applied for being taken?
10. If you are awarded a portion of this scholarship, and it does not cover the entire amount requested, would you still be able to proceed with your education/training?

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