



## CHAMBERLAIN SCHOLARSHIP APPLICATION PROFESSIONAL DEVELOPMENT & ADVANCEMENT

### GUIDELINES FOR ELIGIBILITY

The Association of Fundraising Professionals (AFP) supports fundraising professionals through education and training. The Board of Directors of the Calgary & Area Chapter designates funds raised annually through National Philanthropy Day for the purpose of supporting professional development opportunities. To encourage as many individuals as possible to attend professional development programs, applicants are eligible to receive one allocation for financial reimbursement every other year.

The **Chamberlain Scholarship** program honours Ralph E. Chamberlain, CFRE. Mr. Chamberlain had a long and distinguished career of service to the Association of Fundraising Professionals (AFP). Because of his long-time support of the Foundation's annual fund and generous planned gift, the AFP Board of Directors renamed their Conference Scholar Program in 2000 to honour Mr. Chamberlain's memory and commitment to the Association.

There is only **one Chamberlain Scholarship** per Chapter. The recipient will receive a **\$1,000** stipend from AFP Calgary & Area Chapter, Education Fund as well as registration to the conference which is provided by AFP International. Details of the waived registration will be communicated to the recipient.

To qualify for consideration, all applicants must complete this Scholarship Application form. Candidates for the **Chamberlain Scholarship** must meet the following criteria:

- **Never attended an AFP International conference before**
- **Be employed by, or volunteer for, a registered charity**
- **If the applicant is not employed as a Fund Development professional, then a substantial amount of the applicant's time must be devoted to fundraising activities**
- **Must not have received any other AFP Calgary and Area Chapter financial reimbursement in the past twelve (12) months**
- **The successful applicant must attend the Chamberlain Scholars event at the AFP International Conference**
- **The successful applicant is required to provide a brief summary report (500 – 1,000 words) on the International conference and the Chamberlain program. This report is due within thirty days (30) of the event attended. This report may be published in an AFP newsletter or other publication**

The following criteria will be considered:

- **The number of years the applicant has been in the profession**
- **The applicant has never previously attended the AFP International Conference**
- **The applicant's statement of anticipated benefits of attending the program**
- **The applicant's ability to impact their own organization**
- **The applicant's involvement with AFP**
- **The quality and completeness of the application**
- **Financial reimbursement is available to members and non-members of AFP**

**Note:** Applications that do not include all of these items are incomplete.  
Incomplete applications will not be processed



# CHAMBERLAIN SCHOLARSHIP APPLICATION

## PART I – PERSONAL & EMPLOYMENT INFORMATION

PERSONAL INFORMATION					
Last Name			First Name		
Job Title/Position:			Employer:		
Current Business Address:			E-Mail Address		
City		Province		Postal Code	
Business Phone:			Mobile/Cell Phone:		
Are you a member of AFP?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you received the CFRE designation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you received prior assistance from this fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No
FUND DEVELOPMENT INFORMATION					
Are you currently employed in a Fund Development Position? <input type="checkbox"/> Yes <input type="checkbox"/> No				Number of years in the profession:	
If you are NOT employed full-time in a Fund Development Position, please outline the nature and extent of your responsibilities and activities in Fund Development:					
List below, in point form, all your volunteer activities with AFP Calgary and Area Chapter. Where applicable, list the capacity in which you were involved and time commitment					
Have you made a donation to the AFP Every Member Campaign (EMC) this year?					<input type="checkbox"/> Yes <input type="checkbox"/> No



**PART II – CONFERENCE INFORMATION**

Name:
<p>This application is for attendance at the AFP International Conference, March 29-31, 2020, in Baltimore, Maryland. Registration to the conference will be covered by AFP International, but you will be required to pay a nominal processing fee, normally \$10 - \$15.</p> <p>Applicants should visit the AFP website (<a href="http://www.afpnet.org">www.afpnet.org</a>) to register for your hotel as soon as possible if you intend on attending the conference, as hotel rooms fill up quickly.</p>

**PART III – BENEFITS OF PROGRAM, AND PROFESSIONAL DEVELOPMENT ACTIVITIES**

<p><b>WHAT BENEFITS DO YOU EXPECT TO SEE AS A RESULT OF YOUR PARTICIPATION IN THIS PROFESSIONAL DEVELOPMENT ACTIVITY?</b></p>
<p><b>HOW WILL THE INFORMATION YOU GAIN FROM THIS CONFERENCE BE PASSED ON / SHARED WITH OTHER PEOPLE INVOLVED IN YOUR ORGANIZATION?</b></p>
<p><b>LIST ANY PREVIOUS COURSES, CONFERENCES, SEMINARS OR TRAINING IN FUNDRAISING YOU HAVE PARTICIPATED IN:</b></p>
1.
2.
3.
4.
5.
6.
7.



**PART IV – FINANCIAL INFORMATION / PROGRAM EXPENSES**

Name:
<b>YOUR FINANCIAL INFORMATION INSTRUCTIONS:</b> <i>All applicants applying for scholarships must complete this entire section. Please attach supporting documents to verify anticipated expenses</i>

<b>EXPENSES:</b>		<b>RESOURCES:</b>	
Registration, Tuition and/or Fees	COVERED	Indicate contributions from employer:	\$
Books and supplies	\$	Indicate personal contributions:	\$
Travel	\$	Other contributors: <i>(please identify)</i>	\$
Accommodations	\$		\$
Meals	\$		\$
Miscellaneous Expenses (Itemized with description & amounts):	\$		\$
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>TOTAL RESOURCES</b>	<b>\$</b>

**PART V – SIGNATURE / ENDORSEMENTS**

<b>APPLICANT DECLARATION</b>	
<i>This information is collected under the authority of the Freedom of Information and Protection of Privacy Act, the Taxation Act (Canada) and the Statistics Act (Canada) to determine your eligibility for the reimbursement program. Please direct any questions about the use of this information to the Chapter Administrator, AFP Calgary &amp; Area Chapter, Calgary, Alberta, Canada. Telephone: (403) 297-1033.</i>	
<b>By signing this application, I declare and acknowledge:</b>	
<ol style="list-style-type: none"> <li>1. That to the best of my knowledge and belief, I hereby verify that the information and summary of activities as submitted in this application are correct</li> <li>2. That I, the applicant, meets the eligibility requirements as outlined in the AFP Chamberlain Scholarship Program guidelines</li> <li>3. That I will be responsible for submitting a written report on the event covered by this application, so that the AFP Calgary and Area Chapter may share the benefit of this experience with other members.</li> <li>4. That if I receive the scholarship my name may be published in the AFP Calgary and Area Chapter newsletter</li> <li>5. That I understand the information provided on this application may be used for research and statistical analysis</li> <li>6. That if any information is inaccurate, that any awards may be reassessed and/or withdrawn</li> </ol>	
<i>Signature</i>	<i>Date</i>