

Chamberlain Scholarship Guidelines

The AFP Foundation for Philanthropy is proud to offer the Chamberlain Scholarship Program for the AFP International Conference on Fundraising. This program is designed to help individuals serving nonprofit organizations develop their knowledge and skills in fundraising. The Foundation invites chapters In Accord to participate in the program by following these guidelines:

- The chapter should appoint a committee to disseminate scholarship application forms and select one qualified scholarship applicant. The Chamberlain Scholarship Recipient Reporting Form must be forwarded to IHQ by the **Oct. 31** deadline.
- The chapter is encouraged to allocate funds locally to provide additional scholarships or help defray expenses not covered by the Chamberlain Scholarship, which covers only the full registration fee, minus a \$10 processing fee, for the recipient.
- The chapter must submit the Chamberlain Scholarship Recipient Reporting Form, to the AFP Chapter Services department by **Oct.31** in order for their scholar to receive the grant. We will offer extensions on this deadline if needed. Please email scholarships@afpnet.org to request an extension **prior to Oct 31**.
- The scholarship will be paid directly to the international conference registration and will not be sent to chapters or scholarship recipients.
- Chamberlain Scholars are responsible for registering themselves online for the conference by using a special discount code that will be provided via email from IHQ mid-November. Scholars are responsible for making their own travel and lodging arrangements.
- Chamberlain Scholars who had already registered before they were named a Chamberlain Scholar are required to request a refund in writing. Instructions will be provided in the congratulatory email. Scholars will be refunded all but \$10.00 of the amount they paid for registration.
- Chapters are asked to be certain their Chamberlain are aware that they must wait for special registration codes from IHQ before they will be allowed to register online at reduced rates.

Chapters will select their Chamberlain Scholar based on the following criteria:

- Candidate is employed as a fundraising professional or, if candidate is an executive director, a substantial amount of time must be devoted to fundraising.
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- Candidate has never attended an AFP or NSFRE International Conference on Fundraising as a registered participant (unless as a member of the Conference Host Committee).
- Candidate must agree to complete an online evaluation form about his or her experience at International Conference.
- Only one individual from any local organization or institution may be selected.

In addition to these criteria, the AFP Scholarship Committee encourages all participating chapters to consider diversity and financial need when allocating scholarship funds. Chapters may add additional criteria (e.g., whether to choose members or non-members,) if they so desire. Chapters are encouraged to match the Foundation grant with their own funds.

If chapters have difficulty getting applicants who have never attended an AFP conference in the past, we encourage promotion of this scholarship to new members who have recently joined the chapter.

The AFP Foundation for Philanthropy appreciates the assistance of chapters in publicizing the Chamberlain Scholarship program through the local media.
