

SGMP Chapter Scholarship Application
2013 National Education Conference in Orlando, Florida

*For chapter scholarship use ONLY – decisions will be made by the chapter.
Questions should be addressed to the chapter president or scholarship committee chair.*

Chapter: Michigan
Deadline: March 15, 2013
EMAIL SUBMISSIONS ONLY
Send Form To: Diane Dick

Eligibility for Michigan Chapter SGMP Members:

- Chapter scholarships are based on contributions to the chapter, unlike SGMP National scholarships which are based on volume of meetings planned. They are all open to both planner and supplier members.
- All scholarships are intended for chapter members who might not be able to attend the NEC without financial assistance. Chapter members whose agency or chapter would otherwise provide full funding for them to attend are not eligible.
- A member who has received a chapter scholarship in the past may apply, but might not be considered depending on the volume of applications submitted.
- Scholarships are distributed as chapter funding and budget allows.

Responsibilities of Michigan Chapter SGMP Recipients During and After the Conference:

- Attend all general sessions and workshops during the conference (verified by signing in at each session).
- Attend the Expo (verified by signing in).
- Provide assistance to Headquarters (HQ) during the NEC. Chapter will be coordinating with HQ for execution and verification.
- Provide information about the conference experience that will be included in an article for a future chapter newsletter. Article must be submitted to ddick@gomasa.org by July 1, 2013.

Instructions for Michigan Chapter SGMP Applications:

- Answer each question thoroughly; if it is not applicable, enter "N/A."
- Responses will be based on chapter activity for the period of January 1 – December 31, 2012.
- Application must provide a copy of meeting attendance or Contact Hours Certificates for verification of meeting attendance.
- Nomination must be an electronic document sent to ddick@gomasa.org and must be received by March 15, 2013 at 5pm EST. Late applications will not be accepted.
- Please do not make your hotel and airline reservations prior to receiving notification regarding your scholarship application. Instructions for making travel arrangements will be sent after the scholarship recipients have been selected.
- Scholarship recipients will be notified by March 20, 2013 as to whether they have been selected.

Section 1 – About You

Name: _____

E-mail address: _____

Agency/company: _____

Phone number: _____

I am seeking ___ partial / ___ full financial assistance:

___ # nights lodging (\$111/night + taxes)

___ I am willing to share a room with a fellow chapter member

___ I would prefer to have my own room

___ Transportation

___ Estimated transportation cost (Average airfare \$300)

___ Conference registration

___ Planner registration (Government Planner: \$350, Contract Planner: \$425)

___ Non-exhibiting supplier registration (\$875)

___ Pre-conference registration programs

___ Certified Government Meeting Professional Course (\$595)

___ Supplier Strategy Boot Camp (\$150)

___ Protocol and the Government Meeting Professional (\$195)

Section 2 -- Your Involvement with Michigan SGMP Chapter

(Unless otherwise noted, responses should be based on calendar year 2012 activities)

1. Length of Chapter Membership.

___ 1-2 years (3 points)

___ 3 years or more (5 points)

2. Certifications. (10 points each) Confirm by noting the year you were certified.

___ CGMP ___ CMP ___ CHSP ___ CHSC ___ other (list) _____

3. Monthly Meeting Attendance. (2 points per meeting attended) If all were attended, an extra 5 points will be awarded. List months attended January 2012 through December 2012. **Applicant must get membership chair's signature.**

4. Monthly Meeting Speaker or Panel Member. (10 points per engagement) Include copies of agenda/program and/or recap from a newsletter article. Please provide explanations.

5. **Committee Involvement.** List committees of which you are a contributing and active member. Please include your accomplishments on those committees. (Up to 5 points per committee; 10 points if chair/co-chair). **Applicant must have committee chair(s) (or chapter president where applicant is currently chair or co-chair) complete attached committee member report(s).**

6. **New Members Brought In.** (8 points per new member, maximum 5 members/40 points – membership committee chair exempt) List new members' name(s). **Membership chair must fill out committee report.**

7. **Chapter Newsletter Contribution.** (5 points per article). List title, date published and include copy of written articles.

8. **Previous National Education Conference (NEC) Attendance.** (1 point per year; 3 points maximum) List date(s) and location(s).

9. **National Involvement.** (10 points each) Articles published in *GC* magazine; presenter at NEC; volunteer at NEC; national committee member. Provide explanations below. (Copies of articles; NEC agenda/program; verification by SGMP for volunteering and/or committee verification must be included.)

11. **Support of Chapter.** (10 points maximum) Describe other ways you support the chapter and participate in chapter activities (fundraising, community projects, mentoring, etc.).

12. Chapter/Regional Conference during 2012.

_____ Attended (5 points)

_____ Other contributions [committee member, volunteer, etc.] (5 points each – 10 points maximum). Applicant must get committee chair(s) to complete attached committee member report. Please explain below.

13. Are you receiving NEC funds from any other source, including your place of employment?

No Partial, please explain

14. I confirm that, if selected, I will attend all educational sessions and the Expo (planner members only) at the 2013 National Education Conference. In addition, I will provide assistance from moderating a session, registration, or duties that have been tasked. I will write an article about my experience at the conference and will submit it to ddick@gomasa.org no later than July 1, 2013.

I understand that, in exchange for complimentary registration and/or lodging and/or transportation, I agree to be held accountable for all NEC-related tasks (on-site and off-site) that will be assigned to me as a part of this scholarship agreement and that my failure to abide by this agreement could result in a request for repayment of part or all of the complimentary items I am scheduled to receive.

Scholarship Applicant Signature

Date

Instructions/Process

The chapter scholarship committee will be composed of at least 3 members but no more than 5 (including the chapter president) who are not applying for a chapter scholarship. There must be at least one supplier and one planner on the committee.

The scholarship committee chair or chapter president will provide scholarship applications to members approximately three months prior to the National Education Conference, giving instructions for application and responsibilities of recipients.

Committee chairs must complete the Committee Member Report indicating level of involvement.

The committee will review the applications and supporting documentation, allocating points for each item and determining a score for each applicant. The scores determine who receives a scholarship and how funding will be allocated.

The committee's recommendations will be presented to the chapter board for approval.

The committee will notify recipients.

If the recipient cannot attend the conference and has received any advanced funds from the chapter, those funds must be repaid to the chapter within five (5) business days of notifying the chapter scholarship chairperson and/or president that the recipient will not be able to attend. All other pre-paid expenses will be refunded according to SGMP's National Education Conference refund policies.

The recipients must fulfill their responsibilities. Failure to do so will make them ineligible for future scholarships. The committee is responsible for ensuring that those responsibilities have been met.

This chapter application is standard for all chapters and may not be altered without the permission of SGMP's Education and Training Manager.