

Michigan SGMP Scholarship Application 2016 Annual Education Conference

For MiSGMP scholarship use ONLY – decisions will be made by the MiSGMP Board of Directors. Questions should be addressed to the MiSGMP President (president@misgmp.org) or to the Scholarship Committee Chair (scholarships@misgmp.org).

Deadline: 11:59PM EST on February 12, 2016
Submit Form To: scholarships@misgmp.org

Eligibility for Members:

- MiSGMP scholarships are based on contributions to the chapter and are open to planner members only.
- All scholarships are intended for MiSGMP members who might not be able to attend the AEC without financial assistance. MiSGMP members whose agency would otherwise provide full funding for them to attend are not eligible.
- A member who has received a MiSGMP scholarship in the past may apply but may not be awarded depending on the volume of applications received.
- Scholarships are distributed as MiSGMP funding and budget allows, and at the discretion of the MiSGMP Board.
- Completed applications and all relevant committee reports will be presented to the chapter board for final review and approval. Applications without all the necessary documents will be considered incomplete and will not be considered.

Responsibilities of Scholarship Recipients Both During and Following the Conference:

- Full conference attendance, including all general sessions, workshops and sponsored functions.
- Interact with exhibitors.
- Represent MiSGMP in a professional manner at all times while attending the conference.
- Provide information about the conference experience that will be included in an article for a future chapter newsletter or on the chapter website. Article must be submitted to communications@misgmp.org within 30 days following the conference.
- Additional conference tasks, as requested.
- If the recipient cannot attend the conference and has received any advanced funds from MiSGMP, those funds must be repaid to the chapter within five (5) business days of notifying the MiSGMP Scholarship Committee Chair and/or President that the recipient will not be able to attend.
- The recipient must fulfill all responsibilities, including full conference attendance. Failure to do so will make the recipient ineligible for scholarship reimbursement and/or future scholarships. The scholarship committee is responsible for ensuring that all responsibilities have been met.

Instructions for Applications:

- Answer each question thoroughly; if it is not applicable, enter “N/A.”
- Responses will be based on MiSGMP activity for the period of January 1 – December 31, 2015.
- Applicant must be on a committee at least six months in order to receive scholarship points.
- Application must be submitted to scholarships@misgmp.org, received no later than 11:59PM on February 12, 2016. Late applications may not be accepted.
- Please do not make your hotel reservations or register for the conference prior to receiving notification regarding your scholarship application. Instructions for making arrangements will be sent after the scholarship recipients have been selected.
- Applicants will be notified by March 1, 2016 regarding the status of their applications.

Section 1 – About You

Name: _____

E-mail address: _____

Agency/company: _____

Work Phone Number: _____ Cell Phone Number: _____

I am seeking ___ partial / ___ full financial assistance:

_____ Lodging (\$75/night + taxes)

_____ Conference registration (\$75)

Section 2 -- Your Involvement with MiSGMP

(Unless otherwise noted, responses should be based on calendar year 2015 activities)

1. Length of MiSGMP Membership.

_____ 1-2 years (3 points)

_____ 3 years or more (5 points)

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

_____ CGMP _____ CMP _____ CHSP _____ CHSC _____ GMS _____ 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 2015 through December 2015.

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 details.

5. Committee Involvement. List committees on which you are/were 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 (or MiSGMP President where applicant is currently Committee Chair or Co-chair) complete attached committee member report(s) (Page 6).**

6. **New Member Recruitment.** (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 (Page 6).**

7. **Chapter Newsletter Contribution.** (5 points per article). List title and date published. The article written as part of your scholarship requirements cannot be included here.

8. **Previous Annual Education Conference (AEC) 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 MiSGMP.** (10 points maximum) Describe other ways you support MiSGMP and participate in chapter activities (fundraising, community projects, mentoring, etc.).

12. Are you receiving AEC funds from any other source, including your place of employment? No Partial, please explain

13. I confirm that I have read and understand the responsibilities set forth in this application for scholarship funds and that my failure to abide by this agreement could result in a request for repayment of part or all of the prepaid and complimentary items I am scheduled to receive.

Scholarship Applicant Signature

Date

14. By signing below I approve of the travel and time away from the office for the applicant listed above to attend the 2016 Michigan Chapter of the Society of Government Meeting Professionals Annual Education Conference taking place April 13-15, 2016 in Kalamazoo.

Signature of applicant's supervisor

Date

Supervisor's printed name

Work phone number

Agency/Company

