

**SGMP Chapter Scholarship Application**  
**2016 National Education Conference in San Diego, CA**

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

**Chapter: Michigan**

**Deadline: 11:59PM EST on February 12, 2016**

**Send Form To: [scholarships@misgmp.org](mailto:scholarships@misgmp.org)**

**EMAIL SUBMISSIONS ONLY**

**Eligibility for MiSGMP 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, retired and supplier members.
- Applications are not open to exhibiting suppliers.
- 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, and at the discretion of the chapter 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 MiSGMP Recipients During and After the Conference:**

- Attend all general sessions, workshops and sponsored functions during the conference.
- Attend the networking (not for non-exhibiting suppliers) luncheon.
- Represent the Chapter in a professional manner at all times while attending this conference.
- Provide information about the conference experience that will be included in an article for a future chapter newsletter. Article must be submitted to [communications@misgmp.org](mailto:communications@misgmp.org) by June 15, 2016.
- 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.

### Instructions for MiSGMP 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, 2015.
- Applicant must provide a copy of meeting attendance or Contact Hours Certificates for verification of meeting attendance to the designated person no later than 90 days following the national conference. This will be provided by SGMP headquarters after the conference.
- Applicant must be on a committee at least six months in order to receive scholarship points.
- Application must be an electronic document sent to [scholarships@misgmp.org](mailto:scholarships@misgmp.org) and must be received by 11:59PM EST on February 12, 2016. 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 1, 2016 as to whether they have been selected.

**Section 1 – About You**

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Agency/company: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

I am seeking \_\_\_ partial / \_\_\_ full financial assistance:

\_\_\_\_\_ Lodging (\$153/night + taxes)

\_\_\_\_\_ I am willing to share a room with a chapter member

\_\_\_\_\_ I would prefer to have my own room and agree to pay for half the room cost, including taxes, per night

\_\_\_\_\_ Transportation (Estimated costs)

\_\_\_\_\_ Conference registration

\_\_\_\_\_ Planner registration (Government Planner: \$403, Contract Planner: \$500, Retired (\$403)

\_\_\_\_\_ Supplier registration: \$1000

\_\_\_\_\_ Pre-conference registration program

\_\_\_\_\_ Certified Government Meeting Professional Course (\$595)

\_\_\_\_\_ Intra-conference registration programs

\_\_\_\_\_ Supplier Strategy Boot Camp (\$100)

\_\_\_\_\_ Protocol and the Government Meeting Professional (\$100)

**Section 2 -- Your Involvement with MiSGMP**

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

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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.**

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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.

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

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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.)

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

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

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13. I confirm that, if selected, I will attend all educational sessions and the Supplier Luncheon at the 2016 National Education Conference (NEC), not for non-exhibiting suppliers. In addition, I will provide assistance at the NEC including, but not limited to: assisting at registration/silent auction, or other duties that have been assigned to me. I will write an article about my experience at the conference and will submit it to [scholarships@misgmp.org](mailto:scholarships@misgmp.org) no later than **11:59PM on February 12, 2016**. 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.

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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 Society of Government Meeting Professionals' National Education Conference in San Diego, CA.

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Signature of applicant's supervisor

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Date

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Supervisor's printed name

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Work phone number

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Agency/Company



## Instructions/Process

Submit the names of the Chapter Scholarship Committee members by email to the GILMER Institute of Learning's Scholarship and Certification Trustees, Carolyn Barrett and Patty Barron, by January 29, 2016. Submit the names of the Chapter Scholarship Recipients by email to Carolyn Barrett and Patty Barron no later than COB April 1, 2016.

The chapter scholarship committee will be composed of at least 3 members but no more than 5 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 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 Scholarship and Certification Trustees.**