

SGMP Chapter Scholarship Application
June 6-8, 2017 National Education Conference (NEC) in Fort Lauderdale, Florida

*For chapter scholarship use ONLY – decisions will be made by the chapter.
Please address your questions with the scholarship committee chair.*

Chapter: Michigan SGMP
Deadline: Friday, March 31, 2017; 5:00 PM EST
Send Form To: scholarships@misgmp.org
EMAIL SUBMISSIONS ONLY

Eligibility for CHAPTER Members:

- Chapter scholarships are based on contributions to the chapter and are open to the following members: planners, suppliers, retirees, and educators/students. Note: The national Rance R. Willis Planner Development Scholarships for NEC are based on the volume of meetings planned.
- There are additional eligibility requirements for Educator and Student Member Applicants, see below.
 1. Educator Member Applicants: Official documentation from the educational institution that the educator is currently teaching a minimum of one course in an appropriate field of study such as government affairs, the hospitality industry, or meeting planning.
 2. Student Member Applicants: a.) Official documentation from the educational institution that the student is currently enrolled in an appropriate field of study such as government affairs, the hospitality industry, or meeting planning and b.) Attainment of the status of junior or senior, or other program/course of study criteria verifying that the student is at least half-way through the program.
- Applications are not open to exhibiting suppliers.
- All scholarships are intended for chapter members who might not be able to attend NEC without financial assistance.
- Chapter members whose agency or chapter would otherwise provide full funding for them to attend are not eligible.
- Chapter members who have previously received a chapter scholarship may apply. Depending on the number of applications received, their application may not be considered.
- 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 scholarship committee for final review and approval.
- Applications without all the necessary documents will be considered incomplete and will not be considered.

Responsibilities of CHAPTER Recipients During and After the Conference:

- Attend all general sessions, workshops and sponsored functions during the conference.
- Attend the Expo Trade Show activities. Tradeshow and Reception for planners and exhibiting suppliers only; Educational Luncheons for all attendees.
- 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 **Stacy Yerby** at scholarships@misgmp.org by **August 1, 2017**.
- If the recipient cannot attend NEC, notify the scholarship committee chair and/or president and complete repayment of any advance funds received from the chapter within five (5) days of this notification. All other pre-paid expenses will be refunded according to SGMP's NEC 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 CHAPTER Applications:

- Answer each question thoroughly; if it is not applicable, enter "N/A."
- Base your responses on chapter activity for the period of January 1 – December 31, 2016.
- Applicant must provide a copy of the 2017 NEC CEU Verification and Certificate of Attendance form to the designated person no later than 90 days following NEC.
- Applicant must be on a committee at least three months in order to receive scholarship points.
- Applications are only accepted in electronic document sent to scholarships@misgmp.org and must be received by **Friday, March 31, 2017, 5:00 PM EST**.
- Late applications will not be accepted.
- Please do not make your hotel and airline reservations prior to receiving notification regarding your scholarship application.
- After completing the scholarship selection process, the chapter will provide instructions to the recipients for making travel arrangements.
- All scholarship applicants will be notified of their individual results by **April 14, 2017**.

Section 1 – About You

Name: _____

E-mail address: _____

Agency/company: _____

Work Phone Number: _____ Cell Phone Number: _____

I am seeking ___ partial / ___ full financial assistance:

_____ Lodging (\$118/night + taxes)

_____ I am willing to share a room with a chapter member

_____ I would prefer to have my own room.

_____ Transportation (Estimated costs)

_____ Conference registration

_____ Planner registration: Government Planner: \$405, Contract Planner: \$450,
Retiree: \$405, Educator/Student: \$405

_____ Supplier registration, Non-Exhibiting: \$1200

Section 2 – About Your Chapter Involvement

Unless otherwise noted, base your responses on the January-December 2016 calendar year.

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 2016.

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 on which you serve as 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) complete attached committee member report(s). If the applicant is the committee chair or co-chair, request that the chapter president complete the 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 and date published. The article written as part of any previous scholarship requirements cannot be included here.

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 *Government Connections* 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.)

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

11. Are you receiving NEC funds from any other source, including your place of employment?
_____ Yes _____ No _____ Partial (please explain)

12. I agree, if selected, to attend all educational sessions and the Supplier Luncheon at the 2017 National Education Conference (NEC) that is not for non-exhibiting suppliers. I will write an article about my experience at the conference and will submit it to scholarships@misgmp.org no later than **August 1, 2017**. In exchange for complimentary registration and/or lodging and/or transportation, I accept accountability for all NEC-related tasks (on-site and off-site) assigned to me as a part of this scholarship agreement. My failure to abide by this agreement could result in a request for full or partial repayment of the chapter scholarship awarded to me.

Signature of Scholarship Applicant

Date

Printed Name of Scholarship Applicant

13. By signing below I approve the travel and time away from the office for this applicant to attend the June 6-8, 2017 Society of Government Meeting Professionals' National Education Conference in Fort Lauderdale, Florida.

Signature of Applicant's Supervisor

Date

Printed Name of Applicant's Supervisor

Work phone number

Agency/Company

Educator and Student Member Applicants – See page 6, Section 3 for additional questions.

Section 3. For Educator and Student Member Applicants Only (Educators, questions 14 & 15; Students, questions 14, 16 & 17).

14. Name of Educational Institution _____

For Educator Member Applicants Only

15. List the applicable course(s) you are currently teaching (documentation required).

For Student Member Applicants Only

16. Student status (documentation required)

___ Junior ___ Senior

___ Other, explain: _____

17. Course of study/degree program _____

SGMP Committee Member Report

Member's Name: _____

Committee: _____

Please rate this member's participation in committee activities.

1 2 3 4 5
Not very active Very active

Please rate this member's enthusiasm for SGMP.

1 2 3 4 5
Not enthusiastic Very enthusiastic

Please rate the likelihood of this member to serve in a future chapter leadership role.

1 2 3 4 5
Not likely Very likely

List any specific accomplishments by this committee member.

Signature of Committee Chair: _____