SGMP Chapter Scholarship Application
June 25-27, 2019 National Education Conference (NEC) in Detroit, Michigan

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

Chapter: MiSGMP
Deadline: April 5, 2019, 5 PM EST
Send Form To: scholarships@misgmp.org

EMAIL SUBMISSIONS ONLY

Eligibility for CHAPTER Members:

- Chapter scholarships are based on weighted values on your participation and volunteering in chapter activities and are open to the following members: planners, suppliers, retirees, and educators/students.
- 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, on your own, or within your agency.
- Applicants who have never attended NEC are encouraged to apply.
- 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 Scholarship Recipient During and After the Conference:

- Attend all general sessions, workshops and sponsored functions during the conference.
- Attend the Expo Trade Show activities, unless recipient is a non-exhibiting supplier.
- Represent the chapter in a professional manner at all times while attending this conference.
- Provide a personal conference experience with a written article for the Chapter Newsletter or by presentation at a future chapter meeting within 30 days of attending NEC.
• 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, 2018.
• Applicant must provide a copy of the 2019 NEC CEU Verification and Certificate of Attendance form to the designated person no later than 90 days following NEC.
• Applicant must have served 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, April 5, 2019, 5 PM EST
• Late and/or incomplete applications will not be accepted.
• Please do not make your hotel 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 12, 2019.

Section 1 – About You

Name: ____________________________________________________________
E-mail address: ________________________________________________________
Agency/company: _______________________________________________________
Work Phone Number: ____________________________ Cell Phone Number: ______________

I am seeking ___ partial / ___ full financial assistance:

_____ Lodging ($131/night + taxes “Planner”) – 2 nights maximum
_____ Lodging ($169/night + tax “Supplier”) – 2 nights maximum
     _____ 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) MiSGMP is not covering transportation costs, including parking costs.
_____ Conference registration
     _____ Planner registration: Government Planner: $405,
     _____ Contract Planner: $450,
     _____ Retired: $405
     _____ Supplier registration, Non-exhibiting $1200
MiSGMP scholarships are not available for the following:
___ Certified Government Professionals Course $595.00
___ Planner Bootcamp $100.00
___ Supplier Bootcamp $100.00

Section 2 – About Your Chapter Involvement

Unless otherwise noted, base your responses on the January 1 - December 2018 calendar year.

1. **Length of Chapter Membership.**
   _____ 1-2 years (3 points)
   _____ 3 years or more (5 points)

2. **Certifications.** CGMP - 5 Points, CMP - 2 Points, CHSP - 1 Point, CHSC - 1 Point,
   (9 Points Maximum) Confirm by noting the year you were certified.
   ______ CGMP ______ CMP ______ CHSP ______ CHSC

3. **Monthly Meeting Attendance.** (2 points per meeting attended, 12 points maximum) List months attended January through December 2018.
   ________________________________________________________________

4. **Monthly Meeting Speaker or Panel Member.** (1 point per engagement, 5 points maximum)
   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 1 point per committee, 5 points maximum); 2 points if chair/co-chair, 6 points maximum. **If the applicant is the committee chair or co-chair, request that the chapter president complete the report(s).**
   ________________________________________________________________

6. **New Members Brought In.** (1 point per new member, 5 points maximum). List new members’ name(s).
   ________________________________________________________________
7. **Chapter Newsletter Contribution.** (5 points per article, 15 points maximum). 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.** (5 points each, 20 points maximum) Describe your national involvement below:
(Articles published in *Government Connections* magazine; presenter at NEC; volunteer at NEC; or are a national committee member). **Important:** Copies of articles; NEC agenda/program; verification by SGMP for volunteering and/or committee verification must be included.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

10. **Support of Chapter.** (2 points per activity, 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 Expo/trade show at the 2019 National Education Conference (NEC). I will give a presentation to the Chapter or write an article about my experience at NEC at a future chapter meeting. I will inform Stacy Yerby at scholarships@misgmp.org of my decision no later than 5 days after NEC. 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 repayment of any advanced funds received from the chapter within 5 days of receiving such notice.
Educator and Student Member Applicants – see page 6, section 3 for additional questions.

13. By signing below, I approve the travel and time away from the office for this applicant to attend the June 25-27, 2019 Society of Government Meeting Professionals’ National Education Conference in Detroit, Michigan

_________________________________________  ____________________________
Signature of Applicant’s Supervisor          Date

_________________________________________
Printed Name of Applicant’s Supervisor

______________________________________________________
Agency/Company
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
Not very active Very active

List any specific accomplishments by this committee member.
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Do you see this member becoming a chair of this committee in the future? ____________

Signature of Committee Chair: _______________________________________________