

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: CHAPTER NAME

Deadline: DATE AND TIME

Send Form To: DESIGNATED PERSON

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.
- 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 **designated person** _____ and must be received by **date and time** _____.
- Late and/or incomplete 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 **date** _____.

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")

_____ Lodging (\$169/night + tax "Supplier")

_____ 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: \$405,

_____ Contract Planner: \$450,

_____ Retired: \$405

_____ Supplier registration, Non-exhibiting \$1200

___ 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 points 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 points 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 points 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 **designated person** _____ 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.

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 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

Work phone number

Agency/Company

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: _____

Instructions/Process

Submit the names of the Chapter Scholarship Committee members by email to the GILMER Institute of Learning's Scholarship and Certification Trustees, Bobbi Barkley, CGMP, CMP and Chele Clark, CGMP by COB February 15, 2019.

The chapter scholarship committee will be composed of at least three members but no more than five who are not applying for a chapter scholarship. There must be at least one supplier and one planner on the committee. We request that the committee does not include current board members to ensure transparency for the chapter membership.

The scholarship committee chair will provide scholarship applications to members approximately three (3) 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, calculate the points for each item, using the scoring matrix provided, and determine a score for each applicant. The scores determine who receives a scholarship and how funding will be allocated.

The committee presents their recommendations to the chapter board for approval.

The committee will notify recipients.

The committee chair will submit the names of the Chapter Scholarship Recipients by email to Bobbi Barkley and Chele Clark no later than COB April 12, 2019

Cancellation Note:

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. Refunds for all other pre-paid expenses will comply with the SGMP's NEC refund policies.

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

This chapter application is standard for all chapters and may not be altered without the written permission of SGMP's Scholarship and Certification Trustees.