**Society of Government Meeting Professionals (SGMP) Chapter Scholarship Application**

**May 6-8, 2025, National Education Conference (NEC)**

**in St. Louis, Missouri**

***For chapter scholarship use ONLY –***

***decision will be made by the chapter.***

***Please address your questions with the scholarship committee chair.***

**Chapter: Michigan Deadline**: **5:00 p.m. February 14, 2025**

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

**EMAIL SUBMISSION ONLY**

# Eligibility for MiSGMP Members:

# Chapter scholarships are based on weighted values on your participation and volunteering in chapter activities and are open to all current member categories.

# Applications are not open to exhibiting suppliers.

# All scholarships are intended for chapter members who might not be able to attend NEC without individual, organizational, or company financial assistance.

# 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 MiSGMP Scholarship Recipient During and After the Conference:

* Attend all general sessions, workshops, and events.
* Always represent the chapter in a professional manner.
* Provide a personal conference experience in a post-conference scholarship survey within 30 days following the conference.
* 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 ten business 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 MiSGMP 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, 2024.
* Applicant must have served on a committee at least three months to receive scholarship points.
* Applications are only accepted in electronic document sent to [scholarships@misgmp.org](mailto:scholarships@misgmp.org) and must be received by **5:00 p.m. EST on** **February 14, 2025.**
* Late and/or incomplete applications will not be accepted.
* 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 **February 21, 2025.**

# Section 1 – About You

Name: Click or tap here to enter text.

E-mail address: Click or tap here to enter text.

Agency/Company: Click or tap here to enter text.

Work Phone Number:Click or tap here to enter text. Cell Phone Number: Click or tap here to enter text.

I am seeking partial full financial assistance:

Conference registration for:

Government Planner Contract Planner Supplier Retiree Educator/Student

Lodging Planner Lodging Supplier Transportation

# Section 2 – About Your Chapter Involvement

**Unless otherwise noted, base your responses on the January 1 – December 31, 2024, calendar year.**

# Length of Chapter Membership.

1-2 years (3 points)

3 years or more (5 points)

1. **Certifications.** CGMP and GMS - 5 Points, CMP - 2 Points, CHSC – 1 point, CHSP – 1 point

(9 Points Maximum). Confirm by noting the year you were certified and or re-certified.

CGMP Click or tap here to enter text. CMP Click or tap here to enter text.

CHSC Click or tap here to enter text. CHSP Click or tap here to enter text.

GMS Click or tap here to enter text. OTHER Click or tap here to enter text.

1. **Monthly Meeting Attendance.** (2 points per meeting attended, 12 points maximum). List dates attended February 2024 through December 2024.

Click or tap to enter a date. Click or tap to enter a date.

Click or tap to enter a date. Click or tap to enter a date.

Click or tap to enter a date. Click or tap to enter a date.

Click or tap to enter a date. Click or tap to enter a date.

1. **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.

Click or tap here to enter text.

1. **Committee Involvement.** List committees on which you serve as a contributing and active member. (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,** chapter president completes Committee Member Report**.**

Click or tap here to enter text.

1. **Recruited New Members** (1 point per new member, 5 points maximum). List new members’ name(s).

Click or tap here to enter text.

1. **Chapter Newsletter Contribution.** (5 points per article, 15 points maximum). List title and date published between January 2024 -December 2024 Attach extra sheet if needed.

Click or tap here to enter text.

1. **Previous National Education Conference (NEC) Attendance.** (1 point per year; 3 points maximum) List years attended.

Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

1. **National Involvement.** (**BONUS 5 points**] Describe your 2024 national involvement: Articles published in *Government Connections* magazine; NEC presenter; NEC volunteer or a National Committee member [incl). Attach article and completed form by National Committee Chair.

Click or tap here to enter text.

1. **Support of Chapter.** (2 points per activity, 10 points maximum). Describe other ways you support the chapter and participate in chapter activities (fundraising, community service projects, mentoring, etc.).

Click or tap here to enter text.

1. Are you receiving NEC funds from any other source, including your place of employment?

Yes

No

Partial (please explain)

Click or tap here to enter text.

1. By signing below, I approve of the travel and time away for the applicant listed above to attend the 2025 Society of Government Meeting Professional’s National Education Conference on May 6-8, 2025, in St. Louis, Missouri.

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Applicant’s Supervisor’s Signature Date

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Supervisor’s Printed Name Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Agency/Employer/Institution

**I agree, if selected, to abide by all the responsibilities of MiSGMP scholarship recipient during and after the conference as noted in this application:**

Signature of Scholarship Applicant Date

Printed Name of Scholarship Applicant