

SGMP Chapter Scholarship Application
June 9-11, 2026, National Education Conference (NEC) in Williamsburg, VA

For chapter scholarship use ONLY – decisions will be made by the MISGMP Board.

Please address your questions with the scholarship committee chair.

The scholarship is open to all MISGMP Members (Planners and Suppliers).

Chapter: Michigan Chapter (Open to all)

Deadline: February 13, 2025 by noon

Send Form To: *Mary Chris Hotchkiss, CMP* [*mailto:marychris@petoskeyarea.com*](mailto:marychris@petoskeyarea.com)
(Scholarship Committee Chair)

EMAIL SUBMISSIONS ONLY

Eligibility for MiSGMP Members:

- Chapter scholarships are based on contributions to the chapter 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.
- Chapter members whose agency 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 MiSGMP Recipients During and After the Conference: (In-person or virtual)

- 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 could be included in an article for a future chapter newsletter. Article must be submitted to *marychris@petoskeyarea.com* **by noon on June 30, 2026.**
- 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 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, 2025.
- Applicant must provide a copy of the 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 *marychris@petoskeyarea.com* and must be received by February 13, 2025, by noon.
- 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 March 2, 2026.

Section 1 – About You

Name: _____

E-mail address: _____

Agency/company: _____

Work Phone Number: _____ Cell Phone Number: _____

I am seeking ____ partial / ____ full financial assistance:

- Lodging (\$134/night + taxes for 3 nights only)
- Transportation (No more than \$500.00)
- Conference registration
 - Government Planner: \$425.00
 - Contract Planner: \$475.00
 - Retired: \$425.00
 - Supplier registration: \$1,260.00

Section 2 – About Your Chapter Involvement

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

1. **Length of Chapter Membership.**

- 1-2 years (3 points)
- 3 years or more (5 points)

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

CGMP CMP GMS CHSP CHSC

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

4. **Monthly Meeting Speaker/AEC 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 committee (s) 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. **Membership Recruitment (new member referrals).** (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). 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.** (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 at the 2026 National Education Conference (NEC). I will write an article about my experience at the conference and will submit it to marychris@petoskeyarea.com no later than June 30, 2026. 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 9-11, 2026 Society of Government Meeting Professionals' National Education Conference.

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.

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: