

SGMP Chapter Scholarship Application
June 5-7, 2018 National Education Conference (NEC) in Norfolk VA

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

Chapter: Central Florida
Deadline: March 23, 2018 by 5:00 PM EDT
Send Form To: Candace Kaswinkel, ckaswin@ufl.edu
EMAIL SUBMISSIONS ONLY

Eligibility for Central Florida SGMP 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.
- 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 Central Florida 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.
- Participate as a host/hostess, moderator or in other capacities as needed at the SGMP Central Florida Education Day on July 19, 2018.
- Submit a short newsletter article with takeaways from the conference based on either one of the breakout sessions you attended or one of the keynote speakers at the conclusion of the conference. Article will appear in the next chapter newsletter.
- 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 Central Florida SGMP 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, 2017.
- Applicant must provide a copy of the 2018 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 Candace Kaswinkel, at ckaswin@ufl.edu and must be received by March 16, 2018 at 5:00 PM EDT.
- 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 date April 6, 2018 by 5:00 PM.

Section 1 – About You

Name: _____

E-mail address: _____

Agency/company: _____

Work Phone Number: _____ Cell Phone Number: _____

I am a: Planner: _____ Supplier: _____

I am seeking ___ partial / ___ full financial assistance:

A full scholarship consists of the following:

<u>Planner Estimated Charges</u>		<u>Supplier Estimated Charges (non-exhibiting)</u>	
Lodging 2 nights	\$220.00	Lodging 2 nights	\$370.00
Registration	\$405.00	Registration	\$1,200.00
Transportation-Airfare	\$300.00	Transportation-Airfare	\$300.00
Taxi/Shuttle/Uber (2 ways)	\$60.00	Taxi/Cab/Uber (2 ways)	\$60.00
TOTAL	\$985.00	TOTAL	\$1930.00

If funding is available, I also would like to be considered for the following:

- ___ Pre-conference registration program
- ___ Certified Government Meeting Professional Course: \$595
- ___ Charting Your Leadership Course: \$150

Section 2 – About Your Chapter Involvement

Unless otherwise noted, base your responses on the January-December 2017 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 2017.

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 2018 National Education Conference (NEC) that is not for non-exhibiting suppliers. I agree to participate

as a host/hostess, moderator or in other capacities as needed at the SGMP Central Florida Education Day on July 19, 2018 and submit a short newsletter article with takeaways from the conference based on either one of the breakout sessions you attended or one of the keynote speakers at the conclusion of the conference. 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 5-7, 2018 Society of Government Meeting Professionals' National Education Conference in Norfolk Virginia.

Signature of Applicant's Supervisor

Date

Printed Name of Applicant's Supervisor

Work phone number

Agency/Company

SGMP Committee Member Report

Committee Chair: Please submit this completed form directly to Candy Kaswinkel at ckaswin@ufl.edu.

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: _____