

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

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

**Chapter: National Capital**

**Deadline: March 30, 2018**

**Send Form To: Brittany Callahan, [bcallahan@visittampabay.com](mailto:bcallahan@visittampabay.com)**

**EMAIL SUBMISSIONS ONLY**

**Eligibility for NATCAP 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 NATCAP 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.
- Provide information about the conference experience that will be included in an article for a future chapter newsletter. Article must be submitted to [Ruth Murphy](mailto:Ruth.Murphy@sgmpnatcap.org) at [Communications@sgmpnatcap.org](mailto:Communications@sgmpnatcap.org) by June 29, 2018.
- 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 NATCAP 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 **Brittany Callahan at [bcallahan@visittampabay.com](mailto:bcallahan@visittampabay.com)** and must be received by **March 30, 2018**.
- 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 **April 13, 2018**.

**Section 1 – About You**

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Agency/company: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

I am seeking \_\_\_ partial / \_\_\_ full financial assistance:

\_\_\_\_\_ Lodging (\$93/night + taxes “Planner”)

\_\_\_\_\_ Lodging (\$159/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

\_\_\_\_\_ Pre-conference registration program

\_\_\_\_\_ Certified Government Meeting Professional Course: \$595

\_\_\_\_\_ Intra-conference registration programs

\_\_\_\_\_ Leadership Class \$150.00

**Section 2 – About Your Chapter Involvement**

**Unless otherwise noted, base your responses on the January 1 - 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.

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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. **If the applicant is the committee chair or co-chair, request that the chapter president complete the report(s).**

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6. **New Members Brought In.** (8 points per new member, maximum 5 members/40 points – membership committee chair exempt) List new members' name(s).

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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.

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8. **Previous National Education Conference (NEC) Attendance.** (1 point per year; 3 points maximum) List date(s) and location(s).

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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.)

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

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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 will write an article about my experience at the conference and will submit it to **Ruth Murphy**, [communications@sgmpnatcap.org](mailto:communications@sgmpnatcap.org) no later than **June 29, 2018**. 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, VA.

\_\_\_\_\_  
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 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: \_\_\_\_\_