

**SGMP Chapter Scholarship Application to Attend
National Education Conference**
(Base Responses on Activities Jan. 1 – Dec. 31 of Previous Year)

Name _____ Agency/Hotel _____

Address _____

Wk # _____ Hm # _____ Fax _____

Registration: _____ # of nights/amount: _____ / _____ Airfare: _____
(Registration for suppliers cannot exceed fee for non-exhibiting suppliers)

Amount Requested: Total _____

1. Chapter Membership.

_____ 1-2 yrs. (3 points)
_____ Over 2 yrs. (1 point)

2. CMP, CGMP, and/or CHSP(C) Certification. _____ Year Certified (10 pts. each)

3. Monthly Meeting Attendance. 2 points per meeting attended. If all were attended an extra 5 points will be awarded. Must be verified by appropriate board member's signature.

_____ Number of meetings attended (list months)

4. Monthly Meeting Speaker or Panel Member. (10 points per engagement) (Include copies of agenda/program and/or recap from the newsletter article.)

_____ Month(s)/Date(s)
_____ Topic(s)

5. Staffed Monthly Registration Table. (4 points per month)

_____ Number of months served (list months) (Applicant must get committee chair to complete committee report.)

6. Committee Involvement. List committees of which you are a contributing and active member. (Up to 5 points per committee; 10 points if chair). Applicant must get committee chair(s) to complete committee member report.

10. New Members Brought In. List new members' name(s). Your name must appear as sponsor on membership application. (8 points per new member - Membership Committee Chair exempt) (Verified by membership chair's signature.)

11. **Chapter Newsletter Contribution.** Written articles. List title and include copy. (5 points per article)

_____ Number of articles written.

12. **National Conference Attendance** (1 point per year; maximum of 3 points)

_____ (Years attended – list dates & locations)

13. **National Involvement.** Articles published in Advantage magazine; presenter at National conference; volunteered at National conference; member of National committee. (10 points each) (copies of articles; agenda/program of National Conference; verification by National for volunteering and/or committee verification)

_____ List all.

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

15. **Chapter or Regional conference previous year.**

_____ Attended (5 points)

_____ Other contributions (Served on committee, volunteered, etc. List specifics.) (5 points each – maximum of 10 points). (Applicant must get committee chair(s) to complete committee member report.)

16. **Other.** Describe any other contributions to SGMP during the past year that are not included above. (Use a separate page if necessary) (maximum of 15 points)

17. Are you receiving funds from any other source? No Partial, please explain

18. I certify that the above statements are true and that my supervisor approves time away from work to attend the conference. If I am awarded a scholarship, I agree to attend all conference sessions and events (subject to verification), and I will write an article about the conference for the chapter newsletter.

Scholarship Applicant Signature

Date

Instructions/Process:

The scholarship committee will be composed of at least 3 members (including the chapter president) who are not applying for a chapter scholarship. There must be at least one supplier and one planner on the committee.

The chapter scholarship committee and/or president will provide scholarship applications to members approximately 3 months prior to the National Conference, giving instructions for application and responsibilities of recipients.

The membership chair (or designee) must verify attendance at meetings.

Committee chairs must complete the Committee Member Report indicating level of involvement.

The scholarship committee will review the applications and supporting documentation, allocating points for each item and determining a score for each applicant. The scores determine who receives a scholarship and/or how much will be awarded to each.

The committee's recommendations will be presented to the chapter board for approval.

The committee will notify recipients and provide funding (or make reservations).

If the recipient cannot attend the conference, all of the scholarship funds must be repaid within 30 days of notification that they cannot attend.

The recipients must fulfill their responsibilities. Failure to do so will make them ineligible for future scholarships. Chapter scholarship committee is responsible for following up to see that those responsibilities have been met.

The scholarship application is standard for all chapters. It cannot be revised in any way.