

THE RANCE R. WILLIS PLANNER DEVELOPMENT SCHOLARSHIP APPLICATION

2015 SGMP National Education Conference Minneapolis, MN

SGMP's Gilmer Institute of Learning provides National Education Conference (NEC) scholarships to provide financial assistance to meeting planner members in order to increase planner attendance at the NEC. This scholarship is intended to improve the return on investment for our SGMP supplier and planner members through additional educational and networking opportunities during the NEC.

Eligibility:

- These scholarships are intended for planner members who would not be able to attend the NEC without financial assistance.
- Planners whose agency or chapter would otherwise provide full funding for them to attend are not eligible.
- Evaluation of applications is based on volume of meeting planning experience, not on activity in SGMP.
- Applicants who have never attended the NEC will be given preference.
- A planner member who has received a Planner Development Scholarship in the last three years can apply, but may not be considered depending on the number of applications submitted.

Responsibilities of Recipients During and After the Conference:

- Attend all general sessions and workshops during the conference (verified by signing in at each session).
- Attend the Exhibition – both days (verified by signing in).
- Attend the GILMER Awards banquet
- Attend the Tuesday afternoon orientation session
- Attend one of the Chapter Operations Workshops Tuesday afternoon following orientation
- Moderate at least two breakout session at the conference and perform other duties as assigned by GILMER representatives
- Submit three – four bullet points with takeaways from the conference based on either one of the breakout sessions you attended or one of the keynote speakers for Government Connections and send to membership@sgmp.org by May 15, 2015.
- Meet all deadlines provided by the Head Quarters staff and Gilmer Trustees, including booking approved travel



Instructions:

- Answer each question thoroughly; if it is not applicable, enter “N/A.”
- Responses will be based on meeting planning activity for the period of December 1, 2013 – November 30, 2014.
- In section III, question 4, you must provide the phone number of the property and name of the contact person even if they are no longer at the property (may be verified).
- In section IV, your supervisor must sign (original signature) attesting to the accuracy of the information regarding meetings planned (may be verified).
- Application must be an electronic document sent to SGMP headquarters at education@sgmp.org and be received by Monday, November 17, 2014, at 5pm EST. Late applications will not be accepted.
- **Do not register for the NEC or make airline reservations prior to receiving notification regarding your scholarship application (if selected, those arrangements will be handled by SGMP staff). You will not be reimbursed for expenses incurred before notification of scholarship award.**

Section I – Scholarship Amount Sought

I am seeking ___ partial / ___ full financial assistance:

___ # nights lodging ___ Transportation ___ Conference registration

Section II – Information About You

Name: _____

Membership Type: Government Planner _____ Contract Planner _____

Member number: _____ Chapter(s): _____

E-mail address: _____

Agency/company: _____

Address: _____

City/State/Zip: _____

Phone number: _____

Cell phone number: _____

Immediate supervisor’s name & title: _____

Supervisor’s phone number: _____

Supervisor’s e-mail: _____



Length of membership with SGMP (**max 5 points**): _____

Section III – Information About Your Work

ALL QUESTIONS REFER TO THE TIMEFRAME OF DECEMBER 1, 2013 – NOVEMBER 30, 2014:

1. Number of meetings planned (**max 25 points**): onsite _____ and offsite _____
2. Number of your off-site meetings placed in SGMP properties (**max 10 points**): _____
3. Level of decision-making responsibility at meetings: Choose all that apply: (**max 15 points**)
 Plan logistics Coordinate event Select site
 Recommend site Support on-site Negotiate contracts

4. Total number of attendees at all meetings planned (**max 10 points**): _____

5. Check all the categories that apply for the services you utilized at your largest meeting (based on number of attendees OR amount of money spent) (**max 20 points**)

Meeting space Catering Sleeping rooms

Property used: _____

Contact at property and phone (must be included and may be verified):

Is the property a member of SGMP? (**5 bonus points**) Yes No

6. Number of monthly Chapter Meeting attended? (**max 10 points**) _____

(Complete the attached continuing education form with dates, may be verified)

7. Certifications held: (**max 7 points**) CGMP _____ CMP _____

8. Have you ever attended an SGMP NEC? (**max 20 points**) Yes No

9. Have you ever received a national scholarship to the NEC? Yes No

If yes, what year(s)? _____

10. Have you ever received a chapter scholarship to NEC? Yes No



Section IV – Verification

I confirm that the information included in this document factually represents the meeting planning responsibilities and activities of this applicant for the period of December 1, 2013 – November 30, 2014. I further confirm that I will approve time away from work for this person to attend the conference.

Supervisor Signature: _____

I confirm that if selected, I will attend all educational sessions and the Expo at the 2015 National Education Conference. In addition, I will moderate at least two educational sessions and will complete all other duties assigned to me. I understand that, in exchange for complimentary registration and/or lodging and/or transportation, I agree to be held accountable for all NEC-related tasks (on-site and off-site) that will be assigned to me as a part of this scholarship agreement and that my failure to abide by this agreement could result in a request for repayment of part or all of the complimentary items I am scheduled to receive.

Applicant Signature: _____

Application must be received by SGMP headquarters at education@sgmp.org by Monday, November 17, 2014 by 5:00pm EST.

Late applications will not be accepted.



Educational Contact Hours Documentation Sheet

This template form is recommended (but not required) as an efficient and organized way for SGMP members to track their own education contact hours for professional development documentation, including the CGMP recertification application and an NEC scholarship application.
Use additional sheets, as needed.

Member Name _____ Chapter Name _____

Session/Topic	Session Date	Session Location	Session Presenter(s)	Contact Hour(s)
Session Name: Brief Description:				
Session Name: Brief Description:				
Session Name: Brief Description:				
Session Name: Brief Description:				
Session Name: Brief Description:				
Session Name: Brief Description:				
Total Contact Hours on This Page	---	---	---	

I certify that the information provided above is complete and accurate. I understand that this information is subject to review and verification by SGMP.

Signature _____ Date _____