



SGMP NATCAP
Annual Education Conference
Scholarship Application
Deadline - March 8, 2008

Name _____

Agency / Hotel / Organization _____

Phone (_____) _____ FAX (_____) _____

Mailing address _____

E-Mail _____

SGMP Membership Number: _____

Section I

Govt. Planner Contract Planner Assoc. Supplier

I am seeking partial/full financial assistance:

- National Education Conference Registration, Travel and Hotel expenses
- Airfare (up to \$400)
- National Education Conference Registration
- Lodging _____ # of nights (*up to 3 nights*)

The scholarship amount and the number of scholarships awarded will be determined by the SGMP National Capital Chapter Board of Directors. Scholarship applications will be based on points awarded. Winners will be notified/announced no later than **March 31, 2008**.

If you are requesting a scholarship, we require that you be actively involved in the NATCAP Chapter and be a SGMP member in good standing. If you are a scholarship recipient, you are required to do the following.

- Arrive in time to attend the opening conference event on Wednesday, 6/11, and not to leave prior to the closing event on Friday, 6/13.
- Attend all general session conference events including evening receptions
- Represent the chapter and organization in a professional manner at all times during the conference
- Submit an article for the newsletter by July 12, 2008 regarding the conference - first timer's review, break-out session recap, etc.
- Work/volunteer at the conference in some capacity (minimum of 2 hours): national charity, break-out session moderator, etc.

Section II

Number of meetings planned [onsite and offsite] 1/07 - 12/07 _____

What is your level of decision making responsibility for these meetings? [Choose all that apply]

- Plan Logistics
- Site Selection
- Recommend Site
- Negotiate contracts
- Authority to Sign Contracts
- Coordinator
- On-Site Support

Number of attendees at the largest meeting planned between 1/07 - 12/07 _____

The following services were utilized on the largest meeting between 1/07-12/07

- Meeting space and sleeping rooms
- Meeting space, catering and sleeping rooms
- Meeting space only
- Meeting space and catering
- Property is a SGMP member [5 bonus points]
- Total sleeping room night utilized
- Amount spent on Food/Beverages [if allowed to purchase] _____

Section III

1. Chapter membership. Year joined _____
2. Number of monthly meetings attended in past year _____ = 1 pt each mtg. (max. 10)
3. Chapter Committee involvement. 7/06 - 12/07 (30 point max.) attach additional sheet if needed. Board = 5pts, Co-Chair = 5 pts, Committee Member = 2 points (times each year served)

Committee position _____	Years served _____	Total _____
Committee position _____	Years served _____	Total _____
Committee position _____	Years served _____	Total _____
Committee position _____	Years served _____	Total _____

4. Chapter published newsletter contribution (7/06 - 12/07)
One - Three articles = 5 points; Four + articles = 10 points

Date _____ Article Title _____

Date _____ Article Title _____

Date _____ Article Title _____

5. New members (you have referred) 7/06 - 12/07 that have joined. List name and company
2 pts each (10 point max.)

Name _____ Company _____

Name _____ Company _____

6. List the SGMP Annual Education Conferences you have attended in the past five years
2 pts each (10 point max.)

Section IV

7. CMP Certification Yes No Year certified _____ = 5 pts
8. CHSE Certification Yes No Year certified _____ = 5 pts
9. CGMP Yes No Year certified _____ = 10pts
10. List other certifications applicable to industry _____ = 5 pts

Write a paragraph on how SGMP NATCAP has helped you in your personal and/or professional development since you joined the organization and how you feel you have given back to the organization/industry as well. (Maximum of 250 words) (20 points max.)

How will attending the Annual Educational Conference help you in your meeting planning activities (150 words or less)? 10 points

Name (and title) of your immediate supervisor: _____

Phone # of your immediate supervisor: _____

By submitting this scholarship application, I hereby confirm that my employer (Government Agency/Company/Organization) is either unwilling or unable to financially support my attendance to the 2008 SGMP National Conference in Dallas, TX

Signature

Date

**** Applications must be completed and returned to SGMP NATCAP by *March 8, 2008*. Fax to: (202) 331-4762, ATTN: Tecumseh Y. Deloney, CGMP. Please keep your faxed confirmation sheet as proof of submission for your records. All submissions will receive confirmation via email.**

<i>Official Use only:</i>		
Date Received _____	Confirmation Email _____	Score _____
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> NO		
Amount Awarded _____	Date Notified _____	