

## **Policies & Procedures Manual SGMP Florida Capital Chapter**

## **SCHOLARSHIP**

### **Policy**

Scholarship funds may be allocated to members for attending the Society of Government Meeting Professionals' SE Regional Education Conference, National Education conference and other conferences approved by the board pertinent to the meeting planning profession. The scholarship application will be evaluated based on chapter activities/contributions during the 12 months preceding the application deadline.

A 3-5-member scholarship committee shall be appointed by the president and comprised of suppliers and meeting planners who are not scholarship candidates. The committee shall include the president.

Members of the committee are not eligible to receive a scholarship. Scholarship funds are to be awarded to active suppliers, government and contract planners who have been a member for one year prior to application deadline.

Scholarship committee responsibilities include the following:

- Provide scholarship information and criteria so the requirements necessary to qualify for scholarship consideration are understood.
- Review and/or revise the Scholarship Application Form with a deadline for applying.
- Review the scholarship application forms.
- Notify applicants if scholarship approved and for what, also notify applications denied and why.

Scholarship applications:

- Scholarship applications will be announced in the newsletter and sent electronically with the application deadline.
- All scholarship information and the application will be posted and available on the web site at [www.sgmpfl.org](http://www.sgmpfl.org).
- Applicants must have a minimum of 75 points to be eligible for a scholarship award.
- Scholarship applications must be sent to the P.O. Box and postmarked by the specified deadline. They can also be retrieved electronically if scanned with the signature of the applicant or submitted at a membership or board meeting.

Reimbursement for scholarship recipients is as follows:

Expenses may include the following (this is determined in the application process and is based on funds available):

- Air fare
- Hotel
- Registration

For all meetings, original receipts must be provided for documentation to support the expense. See reimbursement policy for specifics.

Adopted by the SGMP Florida Capital Board on March 20, 2010