

Policy

Scholarship funds are to be allocated to planners for attending the Society of Government Meeting Professionals' Florida Education Conference (FEC – STATE/REGIONAL Conference) only. Scholarship money is to be used to supplement expenses. 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.

Members of the committee are not eligible to receive a scholarship. Scholarship funds are to be awarded to active government and contract planners who have been a member for one year prior to application deadline. However, special consideration may be given to a retired member who has been active through committee involvement, meets the criteria and wishes to apply for a scholarship. Planners will be given preference, and those who did not attend National.

Those eligible to apply for scholarships are planners and contract planners.

Scholarship committee responsibilities include the following:

- Provide scholarship information and criteria in February 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.
- Prepare a list of recommended applicants to receive scholarship funding with allocated amounts. This list will be presented to the board for final approval at the April Board meeting.

Scholarship applications:

- Scholarship applications will be printed 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.sgmpl.org.
- Paper copies may be obtained from committee members.
- 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.

Funding for scholarships is as follows:

- The Silent Auction is the primary fund raising event for scholarships. Monies raised and not used for the National Conference, will be set aside for the Florida Education Conference (STATE/REGIONAL), usually held late July – early August.
- The board may approve additional monies for scholarships from other sources.
- Scholarship money will be awarded for the FEC registration plus \$100. The conference registration fee will be paid directly to the conference headquarters. The scholarship recipient will receive a check for \$100 toward expenses. Receipts for conference expenses for at least \$100 are to be presented to the Treasurer within 15 days following the conference at which time the check will be issued.

- If an individual's registration fee is paid through another source, the attendee may apply the amount allocated for registration toward other conference expenses for travel and hotel.
- If the scholarship recipient is unable to attend the FEC, all monies must be returned to the chapter treasury within 15 days after the conference.

Suggested Timeline

February - Scholarship criteria and the application will be provided in the newsletter and sent electronically.

March – Scholarship applications are due by March 15.

April – Scholarship recipients will be approved at the April Board meeting and announced at the April membership meeting.

Adopted by the SGMP Florida Capital Board on November 15, 2004.