|  |
| --- |
| **Applicant Information:** |
| Name:       | Date Applied:       |
| Company:       | Phone:       |
| Address:       | Current MPI Member: [ ]  Yes [ ]  No |
| Email:       | [ ]  Planner [ ]  Supplier  |
| Years in Industry:       | Years in current position:       |
| Please give your current title, job description & responsibilities:       |
| Are you receiving other scholarships for this event or certification?:       |
| Have you been awarded and MPI Ohio scholarship in the past 3 years?: [ ]  Yes [ ]  No If yes, for what:       |

|  |
| --- |
| **Scholarship:** |
| **CMP/CMM Certification** Up to $500  | [ ]  CMP [ ] CMM [ ] Other (please specify)       **Amount Requested: $**  |
| **Chapter Events**Up to $100 for the year  | [ ]  Chapter Meetings [ ]  Other (Please specify)       **Amount** **Requested: $**       |
| **MPI Ohio Conference**  Up to $400 total  | Conference Name (chapter only):       **Amount** **Requested: $**       |
| **Membership**Up to $525 | [ ]  Planner (Preferred) [ ]  Supplier (Preferred) [ ]  Student [ ] Faculty [ ] Essential to Preferred Level difference **Amount Requested: $**  |
| **Other** (please specify) |       **Amount Requested: $**  |

|  |
| --- |
| **MPI Ohio Involvement:**  |
| If you are a current member of MPI Ohio, tell us how you have contributed to the chapter (committee involvement, meeting attendance, etc.):       |
| How do you plan to contribute to the MPI Ohio chapter after receiving this scholarship:       |
| Please tell us why you are applying for this scholarship and how you plan on applying it to your professional career:        |
| Did anyone recommend this scholarship to you?: [ ]  Yes [ ] No If yes, who?:       |

**Total Amount Requested\*: $**

**Application Submitted By:**       **Date:**

Scholarships will be reviewed by the committee and voted on monthly. Upon approval, recipient must send receipt of purchase to Jessi Konnagan and then a reimbursement check will be sent to scholarship recipient. Reimbursements can take up to 30 days.

\*Note: The amount requested will be reviewed by the scholarship committee and may not be the amount granted.

**ALL SCHOLARSHIPS MUST BE SUBMITTED BY JUNE 1, 2024
If you can’t make this deadline, scholarships reset on July 1, 2024**

**Please return completed application to:** **admin@mpioh.org** **| 513-563-8674**

# Committee Interest Form

## Contact Information

|  |  |
| --- | --- |
| Member Name |       |
| Business Name |       |
| Business Address |       |
| City, State ZIP Code |       |
| Home Phone |       |
| Work Phone |       |
| E-Mail Address |       |

## Availability

During which hours are you available for volunteer assignments? (Check all that apply)

|  |  |
| --- | --- |
| [ ]  Weekday mornings | [ ]  Weekend mornings |
| [ ]  Weekday afternoons | [ ]  Weekend afternoons |
| [ ]  Weekday evenings | [ ]  Weekend evenings |

## Interests

Tell us in which areas you are interested in volunteering. (Check all that apply)

[ ]  Special Projects

[ ]  Education

[ ]  Communications

[ ]  Membership

[ ]  Chapter Conferences

[ ]  Recognition

[ ]  Sponsorship/Strategic Partnerships

More detailed information about these committees is attached.

## Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

|  |
| --- |
|       |

## Previous Volunteer Experience

Summarize your previous volunteer experience.

|  |
| --- |
|       |

## Signature:

**Get Involved Join a Committee**

**Special Projects:** This committee is responsible for managing the chapter’s annual auction. Committee projects include soliciting donations, coordinating the bidding process, and setting up auction materials the day of the auction. Auction Committee members work under the direction of the Director of Special Projects throughout all facets of the planning process. This committee also plans the chapter networking events.

**Education Committee:** The Education Committee is responsible for the development and content of between six and seven monthly educational programs each fiscal year. The committee is represented on the MPIOH Board of Directors by a VP of Education and a Director of Education. There are five Education sub-committees, led by City Chairs in Cincinnati, Cleveland, Columbus, Dayton and Toledo. Committee responsibilities include program development, speaker selection and communications, site coordination, menu planning, and all meeting logistics. In addition to working with the VP and Director on monthly events held in their city, City Chairs are also encouraged to develop and conduct less formal Regional Education and Conversation Hour (REACH) programs in their areas in months when there is not a monthly chapter educational event scheduled.

**Communications Committee:** This committee assists the VP and Director of Communications in three ways: 1) Production of the MPIOH quarterlyf publication, DEFINE, by submitting articles or lending your editing expertise. 2) Checking the chapter web site to insure information is updated, maintained and relevant. 3) Increase awareness of MPIOH within the meetings industry and the public media including sending out press releases, engaging with MPIOH groups on social media tools such as Facebook and LinkedIn, maintaining updated media lists, and soliciting media coverage for chapter events and member accomplishments.

**Membership Committee:** This committee is responsible for membership engagement, recruitment, retention & recognition. Duties include following up with members regarding membership satisfaction & renewal, expired memberships, contacting potential new members to promote benefits of membership, helping with the new member on-boarding program, connecting with new members & non-members at all chapter events, and recognizing existing members within the community. The VP of Membership enforces the Membership Business Plan and selects a chairperson within the committee to lead membership efforts in their respective geographic areas. Conference calls are held monthly with the membership committee and new tasks are assigned throughout the year.
 **Conferences Committee:** This committee is responsible for organizing the MPI Ohio chapter conference(s). You may be working on the educational program, trade show, sponsorship, logistics, printed materials, or many other projects involved with implementing the Conference(s). The conference committee members work under the direction of the Director of Conferences and the Conference Chair.
 **Recognition Committee**:  This committee will assist the Member Recognition Chair in planning and executing the Annual Recognition/Appreciation and Awards Gala. Establishing a relationship with the hosting venue, conducting site tours at the venue, promoting & collecting the nominations for Planner/Supplier/Committee/Facility of the year are all responsibilities of this committee. The Recognition Committee falls under the Membership Committee with the VP of Membership assisting in writing the program show flow to incorporate the installation of the Board of Directors for the upcoming year. The Recognition Committee members are also encouraged to join Membership Committee conference calls on ideas for more consistent recognition throughout the year.

**Strategic Partnership/Sponsorship Committee:** This committee supports MPI Ohio committees in their goal to meet and exceed budgeted cash and in-kind sponsorships, by managing the relationship with the chapter’s contracted sponsorship sales organization through regular communication of committee needs and progress made toward the established financial goals for each event. The committee will also provide referrals of suppliers that can provide in-kind and cash sponsorships and make recommendations to the Board of Directors about sponsorship packages and proper recognition of sponsors. They also handle booking the venues for the chapter meetings.