

Scholarship Chair: Jamie Cotter

Committee Members: Cheryl Cannon, Christine Bennington and Camelia Mesek

## Scholarship Opportunities and Guidelines

Michigan Business Travel Association is once again offering up to \$10,000 in educational scholarships in 2018!!

Application Deadline: Friday, January 19, 2018

To apply, please complete this [form](#).

Below is the full list of available scholarships for 2018 and the requirements for applying.

The MBTA Board will allocate funds based on the number of applicants and interest in the following programs for calendar year 2018:

### MBTA Annual Membership - \$300 Value

Scholarships will be awarded to cover a 1 year MBTA membership cost as follows: \$175 MBTA membership fee and \$125 MBTA Pre-Paid Meeting Package (includes 6 in-person meetings and 6 educational webinars).

*Renewal memberships – current member's prior year attendance required of at least 3 in-person meetings. New members are expected to be active, attending at least 3 in-person meetings in 12 months following the award.*

### GBTA Annual Membership – Maximum of \$420 Value

Scholarships will be awarded to cover a 1 year GBTA membership cost as follows: Direct Member = \$370 membership fee, Allied Member = \$420 membership fee.

*This scholarship is available to **paid** MBTA members in good standing who didn't receive this scholarship in 2017.*

### GBTA All Access Membership – Maximum of \$545 Value

Scholarships will be awarded to cover a 1 year GBTA All Access Membership which included GBTA membership and MBTA membership for the cost as follows:

Direct Member = \$495 membership fee (GBTA + MBTA local chapter memberships)

Allied Member = \$545 membership fee (GBTA + MBTA local chapter memberships)

*This scholarship is available to **new** or **current, active, paid** members in good standing. Applicants must not have won MBTA or GBTA memberships in 2017.*

### Legislative Summit - \$1000 Value

A scholarship is available to qualified member applicants. The scholarship is for payment for the GBTA Legislative Symposium 2017 registration and related travel expenses up to a maximum of \$1,000.

GBTA Legislative Symposium: June 4-6, 2018 – Washington, DC

*This scholarship is available to **paid** MBTA members in good standing who didn't receive this scholarship in 2017.*

### **GBTA Annual Convention Registration - \$995 Value**

A scholarship is available to qualified member applicants. The scholarship is for payment for the GBTA Annual convention registration fee. MBTA will guarantee early bird pricing of \$995.

GBTA convention: August 11, 2018 – August 15, 2018 – San Diego, CA

*This scholarship is available to **paid** MBTA members in good standing who didn't receive a GBTA convention scholarship in 2017.*

#### **Please Consider:**

*- If you volunteer at GBTA you will receive your registration complimentary. You are then eligible to apply the funds to related travel expenses or GBTA membership.*

*- If you are not currently a GBTA member and will not be exhibiting at GBTA Convention, you will be required to purchase a GBTA Membership prior to registering.*

### **GBTA Global Travel Professional - GTP or Equivalent Program - \$1000 Value**

Scholarships will be awarded to cover the expense of the GTP certification program or an equivalent program. You will receive reimbursement after the completion of the test or program.

*This scholarship is available to paid MBTA members in good standing who did not receive this scholarship in 2017. Requirements also include GBTA form completion and program acceptance prior to funds being awarded.*

#### **General Scholarship Terms:**

1. Scholarships will be awarded to qualified active members of MBTA to advance their career in the business travel industry.
2. Scholarships will be awarded in various amounts based on need and will be supported costs by GBTA Michigan form of payment or reimbursed with receipts.
3. Scholarships cannot be applied to courses already completed.
4. Scholarships must be used within one year of acceptance.
5. Scholarships are given to the individual and are not transferable.
6. After completion of the program/course/certificate/certification for which the scholarship was used, recipient must share their experience at the first available MBTA meeting (or webinar) and/or must write a short article about their experience for the MBTA newsletter.

#### **Eligibility Requirements:**

1. Applicant's company must certify that it endorses the applicant and will allow the applicant necessary time and/or additional funding to attend the courses or programs.
2. Applicants must be a current active member of MBTA in good standing at the time the application is submitted, the scholarship awarded and the funds dispersed. \*New members applying for scholarship require final board approval.
3. Applicant must comply with all schedules and requirements pertaining to the scholarship application process.

### **Application Submission Process:**

1. Application available beginning December 20, 2017
2. Complete the following three items and submit:
  - **Online Application-** [click here](#)
  - **Essay** - as outlined on the application page. Please read directions carefully and provide answers to the specific essay questions. Essay answers not applicable to the question will not be counted as part of the final score.
3. Questions should be sent to [scholarships@mbta.org](mailto:scholarships@mbta.org) and this email address will be maintained by the Scholarship Chair, Jamie Cotter.
4. Deadline for submission for ALL Scholarships is January 19, 2018

### **Application Review Process:**

1. Full applications are treated as privileged communication and are restricted to: Jamie Cotter, Scholarship Chair.
2. The application will be assigned a number and the (numbered) application will be forwarded to the Evaluation Committee.
3. Evaluation Committee shall consist of active Direct and Allied members who are not requesting a scholarship this year.
4. Once the application is reviewed, and either approved or denied, the applicant will be notified by Jamie Cotter.
5. Scholarships are awarded on a first-come, first-serve and merit basis.

The decision of MBTA to grant or not to grant a scholarship rests within the sole and unfettered discretion of MBTA, shall be final and binding, and shall not be subject to challenge in any court for any reason.

### **Scholarship Funds Disbursement:**

1. Recipients will have 12 months from the time the scholarship is awarded for the scholarship funds to be used.
2. Recipient must use GBTA Michigan Form of Payment to pay for their selected educational program directly and submit proper documentation showing that the course/event was completed.
3. An expense reimburse form will be provided to each recipient. Scholarship funds will apply to tuition, registration and travel expenses. Original or scanned receipts will be required for reimbursement.
4. MBTA will utilize our Chapter Form of Payment where applicable check will be sent directly to the recipient once proper documentation has been received by the MBTA Treasurer.
5. *Exception: The 2018 GBTA Convention Scholarship recipient/s may submit an expense reimbursement request for the registration fee immediately and/or this fee may be paid directly by MBTA Treasurer.*

Listed below are the winners of the 2017 Scholarships:

**MBTA Annual Membership**

Thomas Frasier – NSF International

Anna Korkes – Travel Incorporated

Amy Cutter – Hagerty

Heather Mydloski – Experient

**Education**

Cecile Mutch – Kellogg Company

**GBTA Convention**

Michael Toles – Assure Travel, LLC

**GBTA Convention – Full Ride**

Jodie Duncan – Avis Budget Group

**Legislative Symposium**

Lisa Hoehn – Altour

Jenny Baumann – Delta Air Lines

**GBTA Annual Membership**

Kathy Myers – Conlin Travel

**GBTA All Access Membership**

Shirley Randall – National Air Cargo

Tina Brownley – Yazaki North America