



The Professional Convention Management Association's New England Chapter (PCMA NE) would like to invite students at your institution to apply for the 2016 Don Lawrence Memorial Scholarship. The Don Lawrence Memorial Scholarship Fund was founded in 1995, as a tribute to Don Lawrence, a hotel industry veteran who worked for over 25 years in the hospitality industry and was an icon in the Boston hotel market. This scholarship honors Don, the Chapter's founding member, and the spirit of his commitment to PCMA New England.

This **\$2,000** scholarship will be awarded to a student in a relevant field of study (i.e. meeting planning, destination management, hospitality management) who is enrolled in a degree program at a two- or four-year institution of higher education in the New England Area. The recipient of the Don Lawrence Memorial Scholarship will be selected by the PCMA New England Board of Directors, and upon selection, will be required to write a short article to be published in the first issue of the 2016 PCMA New England Chapter e-Newsletter.

Applicants are expected to submit all application materials by **November 5, 2016** and the recipient will be notified no later than **November 21, 2016**. Attached is more specific information about applicant qualifications and application requirements. The scholarship recipient will be presented with their scholarship at the PCMA New England Chapter's Annual Meeting on **November 30, 2016** in Boston. Attendance at this event is required.

As the leader in providing quality education and programs for the meetings industry, we recognize that your students are the future of our industry and we need your help to promote this scholarship. We look forward to hearing from one or more of your students. Should you or any of your students have any questions or require assistance in completing the application, please do not hesitate to contact me.

Yours sincerely,

Laura Wenzel
Chapter Administrator
PCMA New England Chapter
Email: newengland@pcma.org or pcmanewengland@aol.com

AWARD

The 2016 Scholarship consists of a **\$2,000** award to be presented to the most qualified candidate selected by the Board of Directors of the PCMA New England Chapter. The Scholarship funds may be used for program- or course-related tuition, fees or materials required to participate in a meetings industry-related program or course as provided by a recognized college, university, or educational institution.

ELIGIBILITY

The award is available for those studying meeting planning, destination management, or hospitality management at a two- or four-year institution of higher education, which is located within the service area of PCMA New England (Massachusetts; New Hampshire; Rhode Island; Maine; Vermont; and Northern Connecticut).

Applicants must be enrolled in a Fall 2016 course or an intended Spring 2017 course (at least one course) directly related to the meetings industry (hospitality, meeting planning or destination management). **Please note that this course may be either credit or non-credit bearing; the course, however, may not be travel agent or culinary art-related.**

The recipient of the **2016 Don Lawrence Memorial Scholarship** will be required to write a short article, which will be published in the first edition of the 2017 PCMA New England Chapter e-Newsletter.

APPLICATION

The student must complete the attached form and have it verified/signed by the faculty advisor or course indicator (if currently enrolled). An email from the advisor is acceptable. This application may also be submitted **online** at www.pcma.org/ne.

An essay, not to exceed 250 words, must be submitted with the completed application to receive consideration.

Completed applications and essays must be received by **November 5, 2016** and sent to:

Laura Wenzel, Chapter Administrator
PCMA New England Chapter
464 Common Street #324, Belmont, MA 02478
E-mail: newengland@pcma.org

Applications must be received via Email, online or by mail by the deadline.

*The recipient will be notified by November 21, and the scholarship will be presented at the PCMA New England Chapter's Annual Meeting and Holiday Event to be held on **Wednesday, November 30, 2016 in Boston, MA**. Each applicant and the eventual scholarship recipient must agree to plan to attend the meeting and arrive for rehearsal by approximately 2:30 p.m.*

APPLICATION

1. APPLICANT

(Please print clearly or type)

Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: () _____
E-mail: _____

2. EDUCATIONAL INFORMATION

Application that is not currently enrolled in any learning institution should complete as much of this section as possible.

College/University/School: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: () _____
Name of Course: _____
College Code for Course: _____ Semester/Course _____ Dates: _____
Course Description: _____

Number of Credits (Indicate zero if none apply): _____

Student Classification: ☐ Undergraduate ☐ Graduate
☐ Continuing Education ☐ Special Student

Expected Date of: ☐ Certification _____ ☐ Graduation _____

Application Course Costs: Tuition \$ _____; Fees \$ _____; Materials \$ _____

3. FACULTY ADVISOR/INSTRUCTOR VERIFICATION – Required. An email from the advisor to newengland@pcma.org is acceptable. .

Name: _____ Title: _____
Signature: _____ Telephone: () _____
E-mail Address: _____

4. EMPLOYMENT INFORMATION

Employment Status: ☐ Full-Time ☐ Part-Time ☐ Unemployed - Does your employer provide financial support for education: ☐ Yes ☐ No

Employer: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Date(s) of Employment: _____

Employment Status: ☐ Full-Time ☐ Part-Time ☐ Unemployed - Does your employer provide financial support for education: ☐ Yes ☐ No

Employer: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Date(s) of Employment: _____

Employment Status: ☐ Full-Time ☐ Part-Time ☐ Unemployed - Does your employer provide financial support for education: ☐ Yes ☐ No

Employer: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Date(s) of Employment: _____

5. PROFESSIONAL/CAREER AFFILIATION

Are you a current member of PCMA: ☐ Yes ☐ No

If yes, please indicate membership status

- ☐ National PCMA
- ☐ New England Chapter
- ☐ Student

Does your School currently have a PCMA Student Chapter? ☐ Yes ☐ No

If No, would your School be interested in organizing a PCMA Student Chapter? ☐ Yes ☐ No

Are you a member of any other professional/industry organizations? ☐ Yes ☐ No

If yes, please list below:

6. SCHOLARSHIP ELIGIBILITY

Please attach a brief narrative (not exceed 250 words) detailing why you would like to be awarded the scholarship. In your essay, please highlight:

- Your educational background and career goals
- Your work/professional background
- Personal or professional experiences – explain why you are pursuing a career in meeting management, destination management, or hospitality management

Applicants are encouraged to include any special circumstances that the Scholarship Committee should consider when evaluating the application. The application must be completed in its entirety and be accompanied by your essay in order to be eligible. Applicant will be notified of the decision of the PCMA New England Chapter by November 21, 2016.