



JAMES B. SINGERLING PAY IT FORWARD SCHOLARSHIP FY2018 APPLICATION GUIDELINES

The Club Foundation • 1733 King Street • Alexandria, VA 22314

The Club Foundation

The Club Foundation, a non-profit charitable organization, was established by CMAA in 1988 to raise funds to financially support the professional development of club managers through education, training and research initiatives.

The purpose of this scholarship is to make it possible for recipients to attend the CMAA World Conference on Club Management and Club Business Expo for the first time as a club industry professional.

Scholarship Awards

The Club Foundation will award scholarships annually, based on the availability of funds and merit of application. Scholarship awards will be granted based on recommendations made by The Club Foundation Allocation Committee and approved by The Club Foundation Board of Governors. This scholarship covers a full registration to the 2018 CMAA World Conference, as well as up to \$1,000 in reimbursed travel/lodging expenses.

APPLICATION CRITERIA

- Candidates must be a current Professional or Alumnus member of CMAA and not previously attended a CMAA World Conference as a club professional (attendance as a student member is accepted).

Application Requirements

To apply for the James B. Singerling Scholarship, you must do all of the following:

1. Visit our website at www.clubfoundation.org to download an official application. Scholarship applications are due to The Club Foundation by **September 1st**.
2. Submit an essay making the case why you should be awarded a James B. Singerling Scholarship.
3. Submit a letter of recommendation from your club's General Manager (if applicant is the General Manager, this letter should come from the Board President).
4. Submit a copy of your CMAA credit history.
5. Enclose a copy of your current résumé.
6. **Please Note:** All applications, essays and other required attachments must be typed. Any application that does not meet all the requirements listed above will not be considered.

Restrictions

- This scholarship must be used to attend the 2018 CMAA World Conference, March 2-6, in San Francisco, CA. Travel/lodging expenses up to \$1,000 will be reimbursed after the Conference.



**JAMES B. SINGERLING PAY IT FORWARD SCHOLARSHIP
FY2018 APPLICATION**

The Club Foundation • 1733 King Street • Alexandria, VA 22314

Recommendation: Due to the significant number of high-quality applications received and because a limited number of scholarships are available each year, we strongly recommend that applicants use all of their available resources to deliver the most superior application possible.

GENERAL INFORMATION

Name: _____ Member ID#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ FAX: _____

Email Address: _____ Chapter: _____

EMPLOYMENT INFORMATION

Current Employer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ FAX: _____

Title: _____ Number of years at club: _____

Supervisor's Name: _____ Title: _____

Previous Employer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ FAX: _____

Title: _____ Number of years at club: _____

Supervisor's Name: _____ Title: _____

EDUCATION INFORMATION

Name of Institution/Location	Number of Years Completed	Degree Earned?	Major Field of Study
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Y <input type="checkbox"/> N	

EDUCATION BUDGET

What is your club's total budget allocation for education and how do you personally benefit from that allocation?

ESSAYS

The purpose of this scholarship is to assist first-time attendees with expenses to participate in the CMAA World Conference:

- Please attach an essay making the case for why you should be awarded this scholarship.

Completed applications and all required documentation must arrive at The Club Foundation office no later than September 1st.

Applicant Signature _____ Date _____



FY2018 James B. Singerling Scholarship Recommendation Form

Dear Club Manager/Board President:

The candidate named below is applying for a James B. Singerling Scholarship from The Club Foundation and is seeking your recommendation as required by the Foundation's program criteria. Please type your recommendation on club letterhead with a handwritten signature, staple it to this recommendation form and return to your candidate. Please note that the candidate must submit their complete application to The Club Foundation by **September 1st. Applications are not considered complete unless the appropriate recommendation forms and letters are included with the application packet by the deadline date.** Your prompt response is greatly appreciated.

The content of the letter is left to your discretion, but must address the following questions:

- 1) How long and under what circumstances have you known the applicant?
- 2) Why are you recommending the candidate?
- 3) What opportunities for professional development are available to the applicant?

CANDIDATE SECTION

Candidate Name: _____

A candidate may waive his/her right to inspect and review letters of recommendation by signing a waiver.

- I have waived my right to see this recommendation.
- I have not waived my right to see this recommendation.

Candidate Signature: _____

(Failure to sign the above indicates that the candidate has not waived his/her right to see this recommendation.)

CLUB MANAGER/BOARD MEMBER SECTION

Name: _____

Address: _____

Signature: _____

Please remember that your recommendation letter must be written on club letterhead and include your handwritten signature.

PLEASE RETURN THIS FORM AND YOUR RECOMMENDATION LETTER TO THE CANDIDATE TO BE INCLUDED IN THEIR COMPLETE APPLICATION SUBMISSION.