



James B. Singerling Pay It Forward Scholarship Eligibility, Application Requirements & Submission Guidelines

This document is to be used to help you prepare to complete your online application. Please make note of the application elements that require you to upload a separate PDF document and those that will prompt you to create a list within the online application.

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 2021 or 2022 CMAA World Conference, as well as up to \$1,000 in reimbursed travel and lodging expenses.

Eligibility:

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

Application Requirements:

The outlined application requirements will be needed to complete your online application.

Applicant Information

- Candidate Contact Information
- CMAA Member ID#
- CMAA Chapter
- Total number of years in the management/supervisory positions in a private club

Employment Information

- Current Employer
 - Employer Address
 - Title
 - Number of years at club
 - Supervisor's Name & Title
- Previous Employer
 - Employer Address
 - Title
 - Number of years at club
 - Supervisor's Name & Title

Education Information

- Name of Institution/Location
- Number of Years Completed
- Degree Earned (Y/N)
- Major Field of Study

You may include multiple institutions.

Activities

- Describe any CMAA activities in which you are/have been an active participant (i.e. chapter activities, education programs/workshops and Conference). **Text field will be provided in the online application.**
- Describe any community activities in which you are/have been an active participant. **Text field will be provided in the online application.**

Budget

- What is your club's total budget allocation for education and how do you personally benefit from that allocation? **Text field will be provided in the online application.**

Essay

- Applicant essay (500-1,000 words)

- The purpose of this scholarship is to assist first-time attendees with expenses to participate in the CMAA World Conference. The essay should address why you should be awarded with this scholarship.
- **Please save your essay as a PDF to upload into the online application portal.**

General Manager/Board President Recommendation Letter

Submit a letter of recommendation from your club's General Manager. If you are the General Manager, this letter should come from the Board President.

- Letter must be typed on club letterhead.
- The content of the letter is left to the recommender's discretion, but must address the following questions:
 - How long and under what circumstances have you known the candidate?
 - Why are you recommending the candidate?
 - What opportunities for professional development are available to the applicant?
- **Please save the letters as a PDF to upload into the online application portal.**

CMAA Credit History

Submit a copy of your CMAA credit history. **Please save as a PDF to upload into the online application portal.**

Resume

Submit a copy of your current resume. **Please save as a PDF to upload into the online application portal.**

Submit Your Application

Visit <http://clubfoundation.org/applications/singerling.html> to complete and submit your application.

Applications must be submitted by 11:59 pm EDT on December 1, 2020.

Applicants will be notified via email that their application has been successfully submitted.

Scholarship winners will be notified in January 2021.

Please use the [online contact form](#) for any questions regarding the application or submission process.