



# Joe Perdue Scholarship Information & Eligibility Guidelines

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

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The Club Foundation, the only 501(c)(3) charitable organization for the private club industry, was created by the Club Managers Association of America (CMAA) in 1988. Its mission is to financially support the professional development of club managers through education, training and research initiatives. This includes awarding scholarships to students who are pursuing careers in club management. Since inception, The Club Foundation has awarded more than 150 student scholarships totaling more than \$260,000.

## **SCHOLARSHIP AWARDS**

The Club Foundation awards scholarships based on the availability of funds and merit of application. Scholarship awards are made at the recommendation of The Club Foundation Allocation Committee (CFAC) and approved by the Board of Governors. The scholarship award is made directly to the registrar at the college or university the recipient attends.

## **WHO SHOULD APPLY?**

Any individual who is actively seeking a managerial career in the private club industry and is currently attending an accredited, four-year college or university undergraduate program, may apply to The Club Foundation for scholarship aid.

## **CRITERIA**

Candidates must provide strong evidence that they are pursuing managerial careers in the private club industry. A candidate must have completed his/her freshman year of college and be enrolled for the full 2010-2011 academic year in an accredited four-year institution. In addition, the candidate must have achieved and continue to maintain a grade point average of at least 2.5 on a 4.0 scale, or 4.5 on a 6.0 scale. ***Please note that additional points are awarded for CMAA student chapter members.***



# Joe Perdue Scholarship Application Instructions

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## PLEASE READ AND CAREFULLY ADHERE TO THE FOLLOWING APPLICATION REQUIREMENTS:

- Complete and submit a typed, official application by **May 1, 2010**.
- Write an essay (between 500-1000 words) addressing the following components. ***Please note that the proper use of grammar and spelling are as important as content.***
  1. Your career objectives and goals.
  2. The characteristics you possess that will enable you to succeed as a club manager.
  3. Your perception of CMAA and the private club industry.
  4. Your specific interests within the private club management field.
  5. Why you feel that you should be a Club Foundation Scholarship recipient.
- A sealed copy of your official college transcript(s) must arrive directly from your college/university by the application deadline. If you have attended more than one college or university, please have transcripts sent from each school. In the event that your transcript for the current semester is not immediately available, send transcripts from previous semester(s) and indicate that the current transcript will follow. A student's personal copy of their transcript is not considered an official transcript. ***All transcripts must arrive at Foundation Headquarters by May 1, 2010.***
- Include the recommendation form and recommendation letter from a faculty advisor/professor **and** a private club industry professional. The recommendation letters must be typed on Club/University letterhead and be hand-signed by the individual writing the recommendation. Originals only, no copies please. Recommendation forms are available on The Club Foundation website. (PLEASE NOTE: Relatives are not eligible to write recommendations.) Applicants are responsible for ensuring that all recommendation letters and forms are submitted to The Club Foundation by the required date.
- Include a copy of your current resume.
- Sign and date the application.
- ***Please note: All applications, essays and other required attachments must be typed.*** Hand-written applications will be considered incomplete. Recommendation forms and all enclosures should be mailed to The Club Foundation at the above listed address. Points are awarded for overall presentation. **Applications and recommendation forms are available online at [www.clubfoundation.org](http://www.clubfoundation.org).**

**All information must be received by May 1, 2010. There are no exceptions.** Missing items will result in disqualification of your application. Each applicant will be notified by mail whether or not he/she has been awarded a scholarship. No phone calls please. Decisions on awards will be made in early summer and award money will be sent directly to the recipient's school. Questions should be directed to The Club Foundation, 1733 King Street, Alexandria, VA 22314-2720, (703) 739-9500 or via e-mail to [joeperduescholarship@clubfoundation.org](mailto:joeperduescholarship@clubfoundation.org).



## EXTRA CURRICULAR ACTIVITIES (College-level only) – 15 Points

List any extracurricular activities in which you are an active participant (i.e., CMAA student chapters, hotel societies, student organizations, etc.). Please define the objective of each organization and your primary role including how the organization has benefited from your involvement and how long you've been involved. Comment on any special recognition received, as well as how you have benefited from these clubs/activities. *If extra space is needed, please attach a separate Word (.doc) file.*

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

## EMPLOYMENT INFORMATION – 15 Points

*Start with your most recent position. If more space is needed, continue on a separate sheet.*

Have you had any employment experience in a private club?       Yes       No

- |   |   |
|---|---|
| 1) Job Title _____<br>Employer _____<br>Address _____<br>_____<br>_____ | Dates (mo/yr) _____ To (mo/yr) _____<br><br>Club Manager/Supervisor _____ |
| 2) Job Title _____<br>Employer _____<br>Address _____<br>_____<br>_____ | Dates (mo/yr) _____ To (mo/yr) _____<br><br>Club Manager/Supervisor _____ |
| 3) Job Title _____<br>Employer _____<br>Address _____<br>_____<br>_____ | Dates (mo/yr) _____ To (mo/yr) _____<br><br>Club Manager/Supervisor _____ |

**List all positions held in the hospitality industry to date:**

- |          |           |
|----------|-----------|
| 1) _____ | 6) _____  |
| 2) _____ | 7) _____  |
| 3) _____ | 8) _____  |
| 4) _____ | 9) _____  |
| 5) _____ | 10) _____ |

**ESSAY – 20 Points** *(Please note that the proper use of grammar and spelling are as important as content.)*

**Please attach a 500 – 1,000 word essay addressing the following questions:**

- 1) Describe in detail your career objectives and goals.
- 2) What characteristics do you possess that will allow you to succeed as a club manager?
- 3) How have your experiences with CMAA shaped your perception of the Association and the private club management industry?
- 4) What are your specific interests within the private club management field?
- 5) Why do you feel that The Club Foundation should select you as a scholarship recipient?

**Please include a copy of your current resume with this application.**

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# CLUB MANAGER RECOMMENDATION FORM

Dear Club Manager:

The student named below is applying for a scholarship from The Club Foundation and is seeking your recommendation as required by the Foundation's program criteria. Please type your recommendation on your club's letterhead, staple it to this recommendation form and return to The Club Foundation by **May 1, 2010**. **Please note that we do not consider applications complete unless we receive the appropriate recommendation form and letter 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 applicant?
- 3) Would the applicant make a good employee?
- 4) What is his/her potential for advancement in the club management field?

## SCHOLARSHIP APPLICANT SECTION

Scholarship Applicant Name: \_\_\_\_\_

A student 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.

Applicant Signature: \_\_\_\_\_

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

## CLUB MANAGER SECTION

Club Manager Name: \_\_\_\_\_

Club Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Manager Signature: \_\_\_\_\_

**IF THE STUDENT HAS WAIVED HIS/HER RIGHT TO SEE THIS RECOMMENDATION,  
PLEASE SUBMIT THIS FORM AND RECOMMENDATION LETTER TO:**

The Club Foundation  
1733 King Street  
Alexandria, VA 22314-2720  
Phone (703) 739-9500  
FAX (703) 739-0124



# FACULTY ADVISOR OR PROFESSOR RECOMMENDATION FORM

Dear Faculty Advisor/Professor:

The student named below is applying for a scholarship from The Club Foundation and is seeking your recommendation as required by the Foundation's program criteria. Please type your recommendation on department letterhead, staple it to this recommendation form and return to The Club Foundation by **May 1, 2010**. **Please note that we do not consider applications complete unless we receive the appropriate recommendation form and letter 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 applicant?
- 3) What is the applicant's academic performance?

## SCHOLARSHIP APPLICANT SECTION

Scholarship Applicant's Name: \_\_\_\_\_

A student 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.

Applicant Signature: \_\_\_\_\_

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

## FACULTY ADVISOR/PROFESSOR SECTION

Faculty Advisor/Professor

Name: \_\_\_\_\_

University/College: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty Advisor/Professor

Signature: \_\_\_\_\_

**IF THE STUDENT HAS WAIVED HIS/HER RIGHT TO SEE THIS RECOMMENDATION,  
PLEASE SUBMIT THIS FORM AND RECOMMENDATION LETTER TO:**

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