



LaRocca Executive 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. This scholarship may be used for the tuition cost and up to \$1,500 in travel expenses (airfare and accommodations) to attend your choice of one of the following BMI courses:

- *BMI Tactical Leadership*
- *BMI Strategic Leadership*
- *BMI International*
- *BMI Food & Beverage*
- *BMI Golf Management*
- *BMI Wine & Food Experience*

A second mentoring component of this scholarship allows the recipient to designate funds for a manager that they are mentoring to be used for their choice of the following:

- *CMAA Dues (both National and Chapter dues)*
- *A Full Registration and up to \$1,500 in travel expenses to attend a CMAA World Conference*
- *A Full Registration and up to \$1,500 in travel expenses to attend a CMAA Legislative/Leadership Conference*

Scholarship awards will be granted based on recommendations made by The Club Foundation Allocation Committee and approved by The Club Foundation Board of Governors. Awardees will have two years from the receipt of the scholarship to utilize the funds. **Incomplete applications will not be considered.**

Eligibility:

- Candidates must be a current member of CMAA.
- Candidates must have a minimum of 10 years of club supervisory/management experience.
- Applicants must currently serve as a top executive at their club and take an active role in mentoring.

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) addressing the following:
 - If awarded this scholarship, how would you utilize the funds?
 - Describe in detail your career objectives and goals.
 - Describe how mentoring has influenced your career.

- How has The Club Foundation impacted your career?
 - What is your individual philosophy towards developing future leaders within the club industry?
 - Give some examples of programs you have developed in your club (i.e. internship or manager in training).
- **Please save your essay as a PDF to upload into the online application portal.**

Peer Recommendation Letter

- Letter must be typed on club letterhead and saved as a PDF.
- 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?
 - Can you describe the candidate's leadership philosophy?
- **Letter should be saved as a PDF and uploaded on the online application portal.**

Mentee Recommendation Letter – a letter written by your mentee who would be awarded the mentee portion of the scholarship

- Letter must be typed on club letterhead and saved as a PDF.
- 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 applicant?
 - Why are you recommending the candidate?
 - How has your mentoring relationship with the candidate made an impact on your career?
 - Give specific examples of how the candidate mentored you for your future development.
- **Letter should be saved as a PDF and uploaded on the online application portal.**

Submit Your Application

- Visit <http://clubfoundation.org/applications/larocca.html> to complete and submit your application.
- Applications must be submitted by 11:59 pm EDT on November 1.
- Applicants will be notified via email that their application has been successfully submitted.
- Please use the [online contact form](#) for any questions regarding the application or submission process or contact us by phone at 703-299-4284.

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