



## **2016 Scholarship Application Package**

*for Undergraduate and Graduate Student Applicants*

## About CMAA Foundation Scholarships

The Construction Management Association of America (CMAA) Foundation, a 501(c)3 charitable organization whose tax identification number is 54-1803080, awards a limited number of scholarships to qualified students to help them defray the costs of pursuing a degree in Construction Management or a related-degree program. The amounts of the scholarships vary from year to year, but typically average \$5,000.

## Eligibility Criteria

1. Must have completed a minimum of one full academic year of studies, and must have a minimum of one full academic year remaining prior to completing the degree being pursued.
2. Must be enrolled in a Construction Management degree program, or other CM-related degree program, and show a strong interest in a career in CM, as demonstrated by a response to the essay question in the application package.
3. Keville Scholarship Only: This scholarship is for minority or female applicants. Minorities recognized are those specified by the EEOC, i.e. American Indian or Alaskan Native; Asian or Pacific Islander; Black; and Hispanic.

**NOTE: Incomplete applications will not be considered by the Foundation. The application and all associated attachments must be submitted electronically. Hard copies of transcripts, essays and recommendations must be scanned and sent electronically. Hard copy applications and attachments will not be considered.**

## CMAA Foundation Scholarship Application Process

Scholarship applications should not be submitted through regional CMAA chapters.

All applications and supporting materials must be submitted directly to the CMAA Foundation. Be sure to fill out the CMAA Foundation application completely and submit it with all accompanying attachments electronically to [foundation@cmaanet.org](mailto:foundation@cmaanet.org) no later than **April 30, 2016**.

See the Application Checklist on page 4 for guidance in assembling your application. Page 10 of this application should be provided to your academic/faculty advisor for his/her recommendation, which the advisor will submit directly to the Foundation.

## CMAA Foundation Scholarship Review Process

1. The CMAA Foundation scholarship selection committee will review all complete applications received from the chapters and from direct submittals, and make its recommendations to the CMAA Foundation Board of Directors for approval. Selected winners will be notified on or about August 1, 2016.
2. Scholarship checks will be mailed directly to the student's college/university upon the student's acceptance of the scholarship and CMAA's verification of the student's enrollment status. If the student has already paid his/her charges to the school and can provide proof thereof in the form of a statement from the school, CMAA will provide the check directly to the student.
3. While not mandatory, the scholarship winners are strongly encouraged to attend CMAA National Conference & Trade Show on October 11-13, 2016 in San Diego, CA. Students will be recognized at the CMAA Annual Meeting and will be invited to participate in all conference activities. Winners' travel expenses (round-trip, 21-day advance purchase airfare, hotel, ground transportation), and National Conference registration fees will be covered by CMAA.

### **CMAA Foundation Selection Criteria**

While regional chapters may use their own evaluation criteria, the CMAA Foundation scholarship selection committee will consider the following in selecting winners of the national scholarships:

- academic performance: 40%
- quality of essay on future plans and scholarship interest: 20%
- recommendation of faculty advisor: 15%
- extracurricular activities: 25%
- BONUS: Student member of CMAA National: 5%

### **Helpful Hints**

- All sections of the application, including the Application Checklist, must be completed in full and submitted electronically. An application submitted missing any of the sections and without a signature will be disqualified from consideration.
- The response to the essay must be typed. Be sure to check spelling and grammar carefully. Please remember that your application will be scanned and disseminated to the selection committee electronically; presentation is important.
- The subject line of your email when submitting should include your last name and school name. Please submit one email with **all completed sections of the application, in one PDF document, including the transcripts but not the Advisor's portion as that comes directly to the Foundation.** Applications received with several individual pieces will be returned for consolidation.
- Please keep a copy of your complete application package and request proof of electronic delivery. The returned proof of delivery will serve as verification that your application has been received. No additional notification will be provided.
- Good luck!

### Scholarship Application Checklist

To be considered for a CMAA Foundation scholarship, you must complete the following checklist and include it with the application submission, which is to be forwarded electronically as one PDF document with the exception of the Advisor's portion.

- Completed **all** sections of the application packet, including:
  - General Information
  - Academic Information, including Current Academic Schedule
  - Included an official transcript from each school attended for undergraduate and/or graduate credit, in plenty of time to meet the application submission deadline.

Please supply the following information related to transcripts:

School Name(s)	Date of Transcript Request
_____	
_____	
_____	
_____	

- Extracurricular Activities
- Employment (If applicable)
- One Essay on Future Plans and Scholarship Interest
  
- Distributed the evaluation/recommendation form to your academic or faculty advisor and let your advisor know the completed form and one-page statement must be submitted directly to the CMAA Foundation electronically by **April 30, 2016**.
- Proofed the spelling, grammar, and the presentation of the application.
- Signed and dated the application package.
- Made a copy of the completed application package.
- Emailed the application by **April 30, 2016**, with your last name and school name in the email subject line.
- Obtained electronic proof of delivery.

**General Information**

<b>First Name</b>	
<b>Last Name</b>	
<b>Birth Date</b>	
<b>Permanent: Street Address</b>	
<b>City</b>	
<b>State/Province</b>	
<b>Postal Code</b>	
<b>Country</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Current College/University: Name</b>	
<b>School Address</b>	
<b>City</b>	
<b>State/Province</b>	
<b>Postal Code</b>	
<b>Phone Number</b>	
<b>CMAA Member?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>CMAA Regional Chapter Affiliation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
<b>CMAA Student Chapter Affiliation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
<b>CMIT?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Previous CMAA Foundation Scholarship Recipient?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, when?
<b>Qualify for Francis M. Keville Scholarship (EEOC minority or female applicants)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Academic Information**

<b>Student Classification for Which You Are Seeking This Scholarship?</b>	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
<b>Student Classification at Time of Application, i.e. 3<sup>rd</sup> year undergraduate, 1<sup>st</sup> year graduate</b>	
<b>Type of Degree Sought, i.e. BS, MA</b>	
<b>Anticipated Graduation Date</b>	
<b>Cumulative GPA</b>	
<b>Major Field of Study</b>	
<b>GPA in Major</b>	
<b>Minor (or Concentration) Field of Study</b>	

Please list the names, locations, and dates of enrollment for any other colleges or universities you attended while seeking your current degree.

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Please list any academic honors and awards you've received.

1. 

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2. 

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3. 

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4. 

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**Current Academic Schedule and Transcripts**

Please attach your current academic schedule. You also must include an **official** transcript from each school you have attended for undergraduate **and** graduate credit.

Both the current academic schedule and transcript(s) must be scanned from originals or provided electronically. Application packages will not be considered complete unless the current academic schedule and official transcript(s) are included in the overall PDF document.

### Extracurricular Activities

Please list any extracurricular information you consider to be significant, beginning with the most recent and working back chronologically. Emphasis will be given during judging on activities connected to the CM industry. Do not list every detail about every position or activity. Rather, provide a general sense of your responsibilities and commitment. Attach additional sheets containing other extracurricular activities if necessary.

<b>1. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>2. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>3. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>4. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	

### Employment

If applicable, please enter information regarding your most recent employment. Attach additional sheets containing other employment if necessary.

<b>1. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			
<b>Hours Per Week</b>			
<b>2. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			
<b>Hours Per Week</b>			
<b>3. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			
<b>Hours Per Week</b>			



## Essay

Applicants must submit **one** original essay, addressing **both** of the following topics, to be considered for a scholarship. Please do not exceed two, **typed**, single-spaced pages.

**1. Future Plans**

Please tell us why you are interested in a career in Construction Management.

**AND**

**2. Scholarship Interest**

Please explain to the Foundation scholarship committee why you should receive a CMAA Foundation scholarship.

## Applicant Signature

*By submitting this application package for a CMAA Foundation scholarship, I certify that the information contained herein is accurate and factual to the best of my knowledge.*

*Also, I acknowledge that all decisions of the scholarship committee are final.*

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

### Academic/Faculty Advisor Evaluation Form & Recommendation Statement

NOTE TO THE APPLICANT: Fill in the first portion of this form before giving it to your advisor.

<b>Applicant's Full Name</b>	
<b>College/University Name</b>	
<b>Department</b>	
<b>Academic or Faculty Advisor's Full Name</b>	

**NOTE TO ADVISOR:** This application (due **April 30, 2016**) is not complete without your evaluation of the applicant. You are encouraged to provide frank statements about the applicant's academic competency, achievements and prospect as a future CM/AEC professional in a **one-page recommendation letter**.

Your evaluation is confidential and will not be shared with the applicant. The judges consider your evaluation to be very important. Your letter will make up 15% of the applicant's total score.

<b>How long have you known this student?</b>		<b>In what capacity?</b>	
<b>How often do you see this student?</b>			

Once completed, please email this form along with your one-page recommendation letter to [foundation@cmaanet.org](mailto:foundation@cmaanet.org). Please indicate the applicant's last name and school in the subject line of your email. Forms may be scanned and emailed. Recommendation letters should be completed digitally.