



# FULL DESIGNATION SCHOLARSHIP APPLICATION GUIDELINES

THE BOMA/CHICAGO FOUNDATION of the  
BUILDING OWNERS AND MANAGERS ASSOCIATION OF CHICAGO  
115 SOUTH LASALLE, SUITE 2300, CHICAGO, IL 60603

[312-870-9612](tel:312-870-9612); [FAX 312-870-9601](tel:312-870-9601); [www.bomachicago.org](http://www.bomachicago.org) Email: [lbluhm@bomachicago.org](mailto:lbluhm@bomachicago.org)

## PURPOSE

The purpose of the BOMA/Chicago Foundation Scholarship program is to provide professional development and educational opportunities, through financial assistance on a need basis, to individuals who may not otherwise be able to attend individual, locally offered RPA and FMA courses to further develop their career potential in commercial real estate.

## SCHOLARSHIP PROGRAM ADMINISTRATION

BOMA/Chicago Foundation considers the scholarship recommendations of the BOMA/Chicago Education Committee and has the complete and final authority to confer or revoke all scholarships it awards. Each application will be reviewed, and voted upon and approved by the BOMA/Chicago Scholarship Selection Subcommittee of the Education Committee (Subcommittee/Committee) and the Education Committee prior to submission of the applications to the Foundation.

The Scholarship Subcommittee shall be comprised of at least three members of the Education Committee, two members of the BOMA/Chicago Board of Directors, and a member of the BOMA/Chicago administrative staff who shall serve in an advisory capacity only. In no event shall the BOMA/Chicago Foundation, BOMA/Chicago, its officers, employees, directors or Committee or Subcommittee members be held responsible if funds are not available or if no scholarship is awarded. All applicants and recipients of the scholarships agree to indemnify and hold harmless the BOMA/Chicago Foundation, BOMA/Chicago, its successors and assigned officers, directors, employees and Subcommittee/Committee members from any claims arising out of or in connection with the application, selection and participation in this scholarship which in no way constitutes an offer or guarantee of employment or the award of future scholarships.

## ELIGIBILITY REQUIREMENTS

1. Attain 19 years of age.
2. Completion of one year of college level courses at a recognized college or university with a current GPA of 2.5/4.0 or 3.5/5 or equivalent work experience in real estate.
3. Completion of the Scholarship Application form, with its requested attachments received by the deadline provided by the Scholarship Subcommittee. The necessary or requested attachments are:
  - a. **Personal Statement of Financial Need:** An explanation of personal financial status which indicates need for scholarship assistance to complete the designation program.
  - b. **Verification of Financial Need from Employer:** Verification that applicant's employer will not pay for or reimburse applicant's expenses for more than one RPA or FMA Designation course per year.
  - c. **Personal Statement of Intent and Objectives:** A statement of purpose and intent stating career objectives and any other information such as community service, leadership activities, etc. which would aid the Subcommittee/Committee in the scholarship award or decision-making process.
  - d. **Academic Transcript:** An official transcript evidencing college level courses from the current and last (degree awarding) institutions of higher learning.
  - e. **Work Experience:** Verify employment in commercial real estate by submitting updated resume.
  - f. **References:** Three letters of reference, including one from a supervisor, one from a business, professional or educational source, and one personal (family member excluded).
4. Completion of 2 structured interviews:
  - a. **BOMA/Chicago Scholarship Selection Subcommittee:** The first interview will be with the Scholarship Subcommittee as scheduled by the Subcommittee. Subcommittee will select applicant finalist(s) to interview with the Education Committee.
  - b. **Education Committee:** The second and final interview will be conducted by the Education Committee as scheduled by the Committee. Committee will recommend finalist(s) to the Foundation Board. The Foundation Board will have final approval and determine the recipient of the full designation scholarship.

\*One full designation scholarship is awarded per calendar year.



# FULL DESIGNATION SCHOLARSHIP APPLICATION PROCEDURES

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## APPLICATION PROCEDURES

Information supplied in this application will be used to evaluate the applicant's qualifications for a BOMA/Chicago Foundation Scholarship. The scholarship is awarded primarily on a basis of financial need and the potential for contribution to the commercial real estate industry. The eligibility requirements presented on page one of this document will be strictly adhered to. All requested information must be provided. All applications will be held in strictest confidence.

### Application Deadlines and Decisions

Scholarship applications are due by November 1<sup>st</sup> of each calendar year. All required application forms and materials should be emailed to: [lbluhm@bomachicago.org](mailto:lbluhm@bomachicago.org) or mailed to: **BOMA/Chicago Scholarship Selection Subcommittee, 115 S. LaSalle Suite 2300, Chicago, IL 60603.**

Applicants whose applications and references indicate that their submission is consistent with the scholarship criteria will be invited to interview with the BOMA/Chicago Scholarship Selection Subcommittee. The Scholarship Subcommittee will select finalists to interview with the Education Committee. The finalist(s) approved by the Education Committee will be recommended to the Foundation Board. **The Foundation Board will select one scholarship recipient per calendar year.** Scholarship awardees will be notified by mail or electronically with the understanding that an official announcement will be made at the TOBY/Gold Circle Awards Gala that takes place every January. **One (1) Full Designation Scholarship will be awarded per calendar year.** The BOMA/Chicago Foundation Full Designation Scholarship provides a value of up to \$9,000 over the course of three years to complete BOMI courses that fulfill the education requirement to achieve the RPA or FMA Designation.

### Selection Criteria

In evaluating the scholarship application submissions, the BOMA/Chicago Scholarship Selection Subcommittee will apply the following criteria:

1. Evaluate financial need as explained in the Personal Statement of Financial Need
2. Review documentation that the employer will not pay/reimburse tuition for more than one course per year
3. Verify current and active work experience in commercial real estate
4. Review demonstrated commitment and potential contribution to the industry as presented in the Personal Statement of Intent and Objectives
5. Confirm all other eligibility standards indicated in the "Eligibility" section of the Application Guidelines
6. Verify all aspects of the submitted application form and requested information (i.e., attachments, company policies, transcripts, etc.)
7. Conduct an interview with the scholarship applicants to select finalists to be interviewed by the Education Committee
8. Verify and review input from references

### Requirements for Maintaining Scholarship Eligibility

Scholarship recipients must:

- enroll in their first course within three (3) months of the scholarship award
- pass all classes funded by the scholarship and are responsible for all costs associated with reexamination, if they do not pass the exam on the first try
- actively serve on a BOMA/Chicago committee assigned by Scholarship Subcommittee
- work with BOMA/Chicago mentor and secure and work with mentor within recipient's organization
- forfeit scholarship if recipient's employer reimburses recipient for RPA or FMA Designation courses
- forfeit scholarship if recipient does not pass the course exam after three (3) attempts or does not enroll in at least one RPA or FMA Designation course per year

If the above requirements are not met by the scholarship recipient or if inaccurate/false information is given, the BOMA/Chicago Foundation reserves the right to revoke the recipient's scholarship and award the scholarship to a different applicant and to disallow further application submissions from this applicant.



**WORK EXPERIENCE: (Most recent 10 years or the last three employers)****1. Current** Position/Job Title:

Summary of Position/Job Duties:

Attached Official Job Description:

**Current** Employer's Name and Full Address:

Dates Employed (From MM/YYYY) - To (MM/YYYY):

Supervisor's Name:

Supervisor's email address and work phone number:

Your Salary Range (please check):  Under \$25K  \$25,001 - \$34,999  \$35K - 44,999 \$45K - 54,999  \$55K - 64,900  \$65K - 74,900  \$75K - 84,999  Over \$85K**2. Former** Position/Job Title:

Summary of Position/Job Duties:

Attached Official Job Description:

**Former** Employer's Name and Full Address:

Dates Employed (From MM/YYYY) - To (MM/YYYY):

Former Supervisor's Name:

Supervisor's email address and work phone number:

Your Salary Range (please check):  Under \$25K  \$25,001 - \$34,999  \$35K - 44,999 \$45K - 54,999  \$55K - 64,900  \$65K - 74,900  \$75K - 84,999  Over \$85K**3. Former** Position/Job Title:

Summary of Position/Job Duties:

Attached Official Job Description:

**Former** Employer's Name and Full Address:

Dates Employed (From MM/YYYY) - To (MM/YYYY):

Former Supervisor's Name:

Supervisor's email address and work phone number:

Your Salary Range (please check):  Under \$25K  \$25,001 - \$34,999  \$35K - 44,999 \$45K - 54,999  \$55K - 64,900  \$65K - 74,900  \$75K - 84,999  Over \$85K**INVOLVEMENT in BOMA/Chicago (Most recent 5 years)****Name of Committee or Taskforce:**

Dates of Service on Committee or Taskforce (From MM/YYYY) - To (MM/YYYY):

Describe Your Role / Duties on Committee or Taskforce:

**Name of Committee or Taskforce:**

Dates of Service on Committee or Task Force (From MM/YYYY) - To (MM/YYYY):

Describe Your Role / Duties during on Committee or Task Force:

**INVOLVEMENT in COMMUNITY SERVICE or VOLUNTEER ACTIVITY (Most recent 5 years)****Name of Organization:** (From MM/YYYY) - To (MM/YYYY):

Describe your involvement:

**Name of Organization:** (From MM/YYYY) - To (MM/YYYY):

Describe your involvement:

## **FULL SCHOLARSHIP PERSONAL STATEMENT**

On a separate document, please create a statement that does not exceed three typed, double-spaced pages, approximately 300 words in length.

### **PERSONAL STATEMENT PART 1 – Financial Need:**

Provide an explanation of your financial need for the scholarship to complete the designation program. Relevant information may include salary limitations, living expenses, financial obligations, etc.

### **PERSONAL STATEMENT PART 2 – Intent and Objectives:**

A statement of purpose and intent stating career objectives and any other information such as community service, leadership activities, etc. which would aid the Subcommittee/Committee in the decision making process.

**ACTIVITIES AND ACHIEVEMENTS**

List and describe activities and honors you have received:

Description: (type in here)

**FINANCIAL NEED**

Has your current employer ever funded your real estate related professional development?  Yes  No

Does your current employer have a policy, stating that the company will not fund or reimburse your RPA/FMA or real estate related courses?  Yes  No

\*Attach your company's policy that supports your answer to the question above. (This policy must be attached). A letter (signed and dated) from immediate supervisor on company letterhead is acceptable.

Has your current employer rejected you for financial support in completing the designation program for which you are presently applying for a BOMA/Chicago Scholarship?  Yes  No

**CERTIFICATION:**

The undersigned certifies that the information on this form is complete and accurate. If requested by a designated member of the BOMA/Chicago Scholarship Subcommittee, the undersigned agrees to provide supporting documents to verify the information in this application. The undersigned further agrees to indemnify and hold harmless BOMA/Chicago, its directors, officers, employees, agents and Committee members from any and all claims arising out of the application, selection or participation in this scholarship program. The undersigned also authorizes and consents to the BOMA/Chicago Scholarship Subcommittee contacting those persons or institutions listed on this application and its attachments for purposes of verification of the information contained herein.

Applicant's Signature

Date

# FULL SCHOLARSHIP REFERENCE FORM - #1

**THE BOMA/CHICAGO FOUNDATION of the  
BUILDING OWNERS AND MANAGERS ASSOCIATION OF CHICAGO**  
115 SOUTH LASALLE, SUITE 2300, CHICAGO, IL 60603  
312-870-9612 (Office); FAX 312-870-9601; [www.bomachicago.org](http://www.bomachicago.org) Email: [lbluhm@bomachicago.org](mailto:lbluhm@bomachicago.org)

**Date:**

**BOMA/Chicago Scholarship Reference for (name of applicant):**

Referee's name:

Title:

Referee's company name:

Referee's address:

Referee's phone:

Referee's email:

**Please check only one of the following:**

Supervisor (Current)

Professional Association/Affiliation

Supervisor (Former)

Educational Colleague

Supervisor (General)

Personal (Family Member Excluded)

Business Colleague

Other, please specify:

How long have you personally known the scholarship applicant?:          years

Rate the applicant on each of the questions below using a scale of one (1) to ten (10), 1 being a poor or low rating and 10 being an outstanding or high rating.

QUESTIONS	1=Lowest				5&6=Average					10=Highest
	1	2	3	4	5	6	7	8	9	10
The applicant exhibits the ability to work well with others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The applicant exhibits a definite professional commitment to a career in commercial real estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The applicant has the capacity to successfully complete an RPA/FMA or commercial real estate course of study?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The applicant has the capacity to successfully complete the RPA/FMA or commercial real estate course for which s/he is applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The applicant would benefit from the classroom experience involved in taking the course for which s/he is applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using the applicant's personal character as the basis for your thoughts, how would you rate his/her potential for success in commercial real estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on the applicant's work experience and involvement in the field, how would you rate his/her potential (future) contribution to the commercial real estate field?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on your understanding of the applicant's financial needs, please indicate the extent to which the applicant has a genuine financial need to receive the BOMA/Chicago Scholarship for which s/he is applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The applicant is currently actively employed in the Commercial Real Estate industry? No = 1 Yes = 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please attach any further comments that you would like to make as a reference for this applicant:

## CERTIFICATION

The undersigned certifies that the information on this form is complete and accurate. If requested by a designated member of the BOMA/Chicago Scholarship Subcommittee, the undersigned agrees to provide supporting documents to verify the information in this application.

Reference Signature:

Date:

May BOMA/Chicago contact you to discuss this scholarship application?  Yes  No

## FULL SCHOLARSHIP REFERENCE FORM - #2

**THE BOMA/CHICAGO FOUNDATION of the  
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312-870-9612 (Office); FAX 312-870-9601;

**Date:**

**BOMA/Chicago Scholarship Reference for (name of applicant):**

Referee's name:

Title:

Referee's company name:

Referee's address:

Referee's phone:

Referee's email:

**Please check only one of the following:**

- Supervisor (Current)  
 Supervisor (Former)  
 Supervisor (General)  
 Business Colleague

- Professional Association/Affiliation  
 Educational Colleague)  
 Personal (Family Member Excluded)  
 Other, please specify:

How long have you personally known the scholarship applicant?:          years

Rate the applicant on each of the questions below using a scale of one (1) to ten (10), 1 being a poor or low rating and 10 being an outstanding or high rating.

QUESTIONS	1=Lowest		5&6=Average						10=Highest	
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The applicant exhibits the ability to work well with others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The applicant exhibits a definite professional commitment to a career in commercial real estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The applicant has the capacity to successfully complete an RPA/FMA or commercial real estate course of study?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The applicant has the capacity to successfully complete the RPA/FMA or commercial real estate course for which s/he is applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The applicant would benefit from the classroom experience involved in taking the course for which s/he is applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using the applicant's personal character as the basis for your thoughts, how would you rate his/her potential for success in commercial real estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on the applicant's work experience and involvement in the field, how would you rate his/her potential (future) contribution to the commercial real estate field?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The applicant is currently actively employed in the Commercial Real Estate industry? No = 1 Yes = 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please attach any further comments that you would like to make as a reference for this applicant:

### CERTIFICATION

The undersigned certifies that the information on this form is complete and accurate. If requested by a designated member of the BOMA/Chicago Scholarship Subcommittee, the undersigned agrees to provide supporting documents to verify the information in this application.

Reference Signature:

Date:

May BOMA/Chicago contact you to discuss this scholarship application?  Yes  No

