



2012 BOMA/Chicago Foundation Reginald L. Ollie Inclusion and Outreach Scholarship Criteria and Application

SCHOLARSHIP DESCRIPTION AND APPLICATION INSTRUCTIONS

The BOMA/Chicago Foundation Reginald L. Ollie Inclusion and Outreach Scholarship (“The Ollie”) is a means to further the general mission of the Building Owners and Managers Association of Chicago’s Foundation: to promote the welfare of the building industry through education and professional development; and the particular mission of the BOMA/Chicago Diversity Committee: to provide leadership and advocacy on matters of inclusion.

The Ollie Scholarship of the BOMA/Chicago Foundation is designed to enable individuals currently working in the commercial real estate industry who are also members of groups historically underrepresented* in the building industry to achieve professional development through completion of the BOMI Real Property Administrator (“RPA”) designation. The scholarship covers tuition and provides a mentor for minorities who wish to earn the RPA designation. Applicants must meet the qualification for RPA candidacy and be nominated by their employer.

Criteria & Procedures

PURPOSE

The BOMA/Chicago Foundation Ollie Scholarship program is designed to attract and qualify at least one RPA candidate per year who is a member of groups historically underrepresented within the commercial real estate industry* for scholarship and mentoring assistance in working towards the RPA designation.

ADMINISTRATION AND AUTHORITY TO CONFER

The administration of this program is conducted by the BOMA/Chicago Foundation Ollie Scholarship Selection Subcommittee, which has complete and final authority to confer or revoke scholarships, make other decisions pertaining to the use of funds in the scholarship program, and determine the specific courses recipients shall attend under this program. Applications are evaluated annually and at least one scholarship will be awarded per year at the annual Diversity Event.

SCHOLARSHIP BENEFITS

The Ollie Scholarship provides the following benefits:

Tuition waiver for required courses

The BOMA/Chicago Foundation Ollie Scholarship provides up to \$9,000 over the course of three years to complete BOMI courses that fulfill the education requirement to achieve the RPA designation.

Mentor

The nominating employer will also provide the scholarship recipient with a mentor to assist and support the recipient in achieving the designation.

* as determined by the BOMA/Chicago Foundation Scholarship Selection Subcommittee

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ELIGIBILITY

The applicant's employer must submit a nomination in the form of an official letter of recommendation on behalf of the nominee. The nominating employer must also submit the paperwork required for the applicant. Applicants may not apply for the scholarship directly.

1. Attain 21 years of age
2. Completion of one year of college level courses at an accredited college or university with a GPA of 2.5/4.0 or 3.5/5 or equivalent
3. Active employment and minimum two-year tenure in the commercial real estate industry
4. Completed application with requested attachments received by the deadline stated. The necessary attachments are:
 - A. One letter of recommendation from the nominating employer.
 - B. Three letters of reference from business, professional and/or educational sources.
 - C. Official transcripts from all institutions of higher learning in sealed envelopes from institutional source.
 - D. A letter of purpose and intent from the applicant stating career objectives and any other information such as community service, leadership, etc. which could aid the Committee in the decision making process. This letter should not exceed five typed, double-spaced pages.
 - E. Detailed description of professional experience within commercial real estate (Resume Acceptable).

APPLICATION SUBMISSION

The Application Deadline date is September 4, 2012. Nominating employers must return the completed recommendation form and required materials for their nominee to the BOMA/Chicago Foundation Ollie Scholarship Selection Subcommittee, which will review all applications. All required materials should be mailed to the following address and must be received by September 4:

BOMA/Chicago Foundation Ollie Scholarship Selection Subcommittee
115 South LaSalle, Suite 2300
Chicago, IL 60603

Finalists will be invited to interview with BOMA/Chicago Foundation Ollie Scholarship Selection Subcommittee. The applicants and recommending employers will be notified by mail of the subcommittee's decision.

The nominee agrees, if awarded this scholarship, to reimburse the BOMA/Chicago Foundation Ollie Scholarship for any funds that are subsequently reimbursed by its employer.

SELECTION CRITERIA

In evaluating the nominees for this scholarship, the BOMA/Chicago Foundation Ollie Scholarship Selection Subcommittee will apply the following criteria:

1. Nominee successfully meets BOMA/Chicago Ollie Scholarship eligibility criteria.
2. Nominee has demonstrated commitment to the industry as evidenced by a minimum two-year tenure in the commercial real estate industry.
3. Personal accomplishment within the commercial real estate industry.
4. Potential for contribution to the commercial real estate industry in Chicago.

The BOMA/Chicago Foundation Ollie Scholarship Selection Subcommittee will not make assessments of qualifications for RPA designation, but strongly recommends that nominees review and consider the RPA eligibility requirements before completing the BOMA/Chicago Foundation Ollie Scholarship Application. A list of such requirements and all RPA courses may be found by visiting the BOMI website or [clicking here](#).

REQUIREMENTS FOR MAINTAINING ELIGIBILITY

1. The recipient must complete enrollment in his/her first sponsored RPA course within six (6) months of the scholarship award.
2. The recipient must complete the required course work within three (3) years of the award of the scholarship.
3. The recipient must fulfill two (2) years of service to the Diversity & Corporate Social Responsibility Committee, beginning after successful completion of one (1) RPA course.
4. Should the recipient not pass a course funded by the scholarship, the recipient will be responsible for all costs associated with reexamination.
5. Should the recipient not pass two (2) courses during the period of award (three years from the date of award), the Scholarship Committee reserves the right to review the recipient's further eligibility.

If the above requirements are not met by the recipient within the specified time frames, the BOMA/Chicago Foundation Ollie Scholarship Selection Subcommittee reserves the right to revoke the recipient's scholarship and award the scholarship to a different applicant.

THE BOMA/CHICAGO FOUNDATION OLLIE SCHOLARSHIP SELECTION SUBCOMMITTEE

The Building Owners and Managers Association of Chicago Foundation, through its BOMA/Chicago Foundation Ollie Scholarship Selection Subcommittee and the BOMA/Chicago Foundation Board of Directors, has the complete and final authority to confer or revoke all scholarships it awards. Each application will be reviewed and voted upon by the BOMA/Chicago Foundation Ollie Scholarship Selection Subcommittee. **The Subcommittee shall be comprised of seven members: two members of the Diversity & Corporate Social Responsibility Committee, two members of the BOMA/Chicago Foundation Board of Directors, two members of the Education Committee and one ad-hoc member.** In no event shall the BOMA/Chicago Foundation, its officers, employees, directors or Subcommittee members be held responsible if funds are not available and no scholarship is awarded. All applicants and recipients of the scholarships agree to indemnify and hold harmless the BOMA/Chicago Foundation, its successors and assigns, officers, directors, employees and Subcommittee 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. **At least one BOMA/Chicago Foundation Ollie Scholarship will be awarded in a calendar year.**

**BOMA/Chicago Foundation Reginald L. Ollie
Inclusion and Outreach Scholarship Application**

APPLICATION

Information supplied in this application will be used to evaluate your qualifications for an Ollie Scholarship. The scholarship is awarded on a basis of personal accomplishment and potential for contribution to the commercial real estate industry in Chicago. All requested information must be provided. All required information must be received on or before the stated deadline so that a complete assessment of the nominee can be made. All applications will be held in strict confidence and reviewed only by The BOMA/Chicago Foundation Ollie Scholarship Selection Subcommittee and BOMA/Chicago Foundation management and legal counsel. Please type or print legibly in ink.

This application must also include the attachments listed in the Eligibility paragraph on page two of this document.

SECTION A – TO BE COMPLETED BY NOMINATING EMPLOYER

NAME OF NOMINATING EMPLOYER:

Mr. Ms. Mrs.

Last	First	Middle
Company Name		Position Title
Street	Phone	Email Address
City	State	Zip

Relationship to Nominee (e.g. Manager, Human Resources Representative, etc.)

Name of Proposed Company Mentor for Nominee:

Relationship of Mentor to Nominee (e.g. Manager, Human Resources Representative, etc.)

Nominating Employer shall also attach a letter of recommendation for Nominee.

**BOMA/Chicago Foundation Reginald L. Ollie
Inclusion and Outreach Scholarship Application**

OTHER COURSES/SEMINARS, ETC. ATTENDED RELATED TO THE REAL ESTATE FIELD

INSTITUTION NAME	FROM <small>(Mo/Yr)</small>	TO <small>(Mo/Yr)</small>	Major Field of Study	Degree/Diploma

ACTIVITIES AND ACHIEVEMENTS: Note any activities, organizations, or honors you have achieved or are involved with: _____

NUMBER OF YEARS IN THE COMMERCIAL REAL ESTATE INDUSTRY: _____

PROFESSIONAL EXPERIENCE WITHIN COMMERCIAL REAL ESTATE:
(Attached Resume Acceptable)

The purpose of the Ollie Scholarship is to promote education of groups that are under represented in the industry. Please describe how awarding the Ollie Scholarship to you would help achieve this goal.

**BOMA/Chicago Foundation Reginald L. Ollie
Inclusion and Outreach Scholarship Application**

CERTIFICATION: The undersigned certifies that the information on this form is complete and accurate. If requested by a designated member of the BOMA/Chicago Foundation Ollie Scholarship Selection Subcommittee, the undersigned agrees to provide supporting documents to verify the information in this application. The undersigned further agrees to indemnify and hold harmless the BOMA/Chicago Foundation, its directors, officers, employees, agents and Subcommittee 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 Foundation Ollie Scholarship Selection Subcommittee contacting those persons or institutions listed on this application and its attachments for purposes of verification of the information contained herein.

Nominee's Signature

Date

Nominating Employer's Signature

Name: _____

Title: _____

Date