



SINGLE COURSE 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 \(Office\)](tel:312-870-9612); [FAX 312-870-9601](tel:312-870-9601); www.bomachicago.org Email: 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.

SINGLE COURSE 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 assigns, 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 AND REQUIREMENTS

1. Attain 19 years of age.
2. Currently employed in the commercial real estate industry.
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 course.
 - b. **Verification of Financial Need from Employer**: The documentation that the employer will not pay or reimburse the costs of applicant's tuition for more than one designation course.
 - 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. **Work Experience**: Verify work experience in commercial real estate by submitting a copy of most recent resume.
 - e. **References**: Two letters of reference, one from applicant's supervisor and one from a business, professional or educational source.
4. Completion of a structured interview with the BOMA/Chicago Scholarship Selection Subcommittee as scheduled by the Subcommittee.

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ELIGIBILITY FOR MORE THAN ONE DESIGNATION COURSE SCHOLARSHIP

A scholarship recipient who successfully completes a designation course paid by scholarship funds, may choose to apply for **up to three single course scholarships at a rate of one course per calendar year**. To apply for a second and/or third scholarship, the applicant must submit updated versions of the documents listed under “Eligibility” and a copy of the letter confirming his/her grade in the previously funded designation course by the application deadline as determined by the Scholarship Subcommittee. (Please note: ‘official’ written designation course grades may not be received by students until three to four weeks after exam completion. Consequently, scholarships are not approved for consecutive courses.)

The Subcommittee will notify applicants applying for a second scholarship if a second interview will be required. A third application requires resubmission of updated application documents, verification that the student successfully completed both of the previous courses paid by scholarship funds, and an interview will be required. The awarding of a third scholarship will occur only with the unanimous approval by all members of the Education Committee and Foundation.

REMINDER: Each applicant can only be awarded one course scholarship per calendar year with a maximum award of three course scholarships per individual.



BOMA/Chicago Foundation Single Course Scholarship Application

APPLICATION PROCEDURES

THE BOMA/CHICAGO FOUNDATION of the
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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 a minimum of two months in advance of the start date of the course for which the applicant is requesting scholarship funds. All required application forms and materials should be emailed to: lbluhm@bomachicago.org or mailed to: **BOMA/Chicago Scholarship Selection Subcommittee, 115 S. LaSalle Suite 2300, Chicago, IL 60603.**

Applicants whose application and references indicate that their submission is consistent with the scholarship criteria will be invited to interview with BOMA/Chicago's Scholarship Selection Subcommittee. The scholarship awardees will be notified by mail or electronically of the BOMA/Chicago Foundation's decision.

Selection Criteria

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

1. Financial need as explained in the Personal Statement of Financial Need.
2. The documentation that the employer will not pay or reimburse the costs of tuition for more than one designation course.
3. Current and active work experience in commercial real estate (a copy of most recent resume is required).
4. Demonstrated commitment and potential contribution to the industry as presented in the Personal Statement of Intent and Objectives.
5. All other eligibility standards indicated in the "Eligibility" section of the Application Guidelines on page one.
6. The Scholarship Subcommittee's verification of particular aspects of the submitted application form and requested information (i.e., attachments, company policies, transcripts, etc.).
7. An interview with the Scholarship Subcommittee and their evaluation of the applicant.
8. Input from references of current supervisor and approved secondary source.

Requirements for Maintaining Scholarship Eligibility

1. The scholarship recipient must complete enrollment in his/her course within the same calendar year of the scholarship award.
2. Should the recipient not pass a course funded by the scholarship, the recipient will be responsible for all costs associated with reexamination. (Recipients must pass all preceding courses and subsequent courses.)
3. The recipient agrees to reimburse the BOMA/Chicago Foundation for any funds that are subsequently reimbursed by his/her employer.

If the above requirements are not met by the recipient or scholarship awardee 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.

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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:

**BOMA/Chicago Foundation
Single Course Scholarship Application**

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.

BOMA/Chicago Foundation Single Course Scholarship Application

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 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 course 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

BOMA/Chicago Foundation Single Course Scholarship Application

REFERENCE FORM

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BUILDING OWNERS AND MANAGERS ASSOCIATION OF CHICAGO
115 SOUTH LASALLE, SUITE 2300, CHICAGO, IL 60603
www.bomachicago.org Email: 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:

***Reference must be applicant's current supervisor.**

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

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Date:

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

Referee's name:

Title:

Referee's company name:

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