



James B. Singerling Pay It Forward Scholarship Eligibility, Application Requirements & Submission Guidelines

This document provides information you need to prepare for your application submission. You will be required to upload several PDF documents listed in these guidelines. Other items require direct text entry into the online platform.

Scholarship Awards - The Club Foundation awards scholarships annually, based on the availability of funds and the merit of the application. Scholarship awards will be granted based on recommendations made by The Club Foundation Allocation Committee and approved by The Club Foundation Board of Governors. This scholarship covers the cost of a full registration to the upcoming CMAA World Conference (awardees may also opt for the following year, and up to \$1,000 (reimbursed) for travel and lodging expenses.

Eligibility:

- Candidates must be a Professional or Alumnus of CMAA
- Candidates must not have previously attended a CMAA World Conference as a club professional (unless as a student/member of a student chapter).

Application Requirements:

The following items will be needed to complete your online application:

Applicant Information

- Candidate Contact Information
- CMAA Member ID#
- CMAA Chapter Name
- Total number of years in the management/supervisory positions in a private club

Employment Information

- Current Employer
 - Employer address
 - Your title
 - Number of years at club
 - Supervisor's name & title
- Previous Employer
 - Employer address
 - Your title
 - Number of years at club

- Supervisor's name & title

Education Information

- Name of institution attended
- 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, conferences, etc.). **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)
- The purpose of this scholarship is to assist first-time attendees with expenses for participation in the CMAA World Conference and Business Expo. The essay should address why you should be awarded this scholarship.
- **Please save your essay as a PDF to upload into the online application portal.**

General Manager/Board President Recommendation Letter

Submit a letter of recommendation from the General Manager of your current club. If you are the General Manager, this letter should come from your Board President instead.

- Letter must be typed on club letterhead.
- The content of the letter is left to the recommender's discretion, but should address the following questions:
 - How long and under what circumstances have you known the applicant?
 - Why are you recommending the applicant?
 - What opportunities for professional development are available to the applicant?
- **Please save the letters as a PDF to upload into the online application portal.**

CMAA Credit History

Submit a copy of your CMAA credit history. **Please save as a PDF to upload into the online application portal.**

Resume

Submit a copy of your current resume. **Please save as a PDF to upload into the online application portal.**

Submit Your Application

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