



## STUDENT SCHOLARSHIP APPLICATION

*Judging of scholarship applicants is based on achievements/accomplishments, involvement, letter of intent, resume, and faculty appraisals. Equal weight is given to all categories. Awards are merit-based not needs based. **Students have sole responsibility for ensuring accuracy and compliance. Any variance from credentials will be cause for disqualification.** Decisions of the scholarship judges are final. Applicants will be notified of results by mail, no telephone calls please.*

### All Applicants:

- Must be a full-time graduate or a junior or senior level undergraduate student as defined by your university
- May not be employed full-time as a facility management professional
- Graduate students must have a minimum GPA of 3.00
- Undergraduate students must have a minimum GPA of 2.75
- Student must be enrolled in a facility management or related degree program (architecture, construction management, interior design)

### APPLICATION POSTMARK DEADLINE IS JULY 1, ANNUALLY

#### PLEASE TYPE:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Current Address

Permanent Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (        ) \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_

E-mail address (1): \_\_\_\_\_ E-mail address (2): \_\_\_\_\_

Where did you receive this application? \_\_\_\_\_

*Check One:* Are you applying as an \_\_\_\_\_ undergraduate or \_\_\_\_\_ graduate student

What is your anticipated date of graduation? \_\_\_\_\_

**EDUCATION** (*List schools in chronological order with most recent first*):

Institution	Date From/To	Degree	Major	*GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\* GPA listed on this application must be consistent with cumulative GPA.

\*\* List current GPA in Facility Management classes or core classes in a related field of study. (A=4, B = 3, C=2, D=1) Example: grades achieved in three FM courses: "A", "B", and "C";  $A+B+C=9/3$  classes = 3.0 GPA

\*If the grade point average (GPA) for a particular institution was not calculated on a 4-point scale (A=4, B=3, C=2, D=1), please convert it to the 4-point scale using the following formula:  $GPA = 4 A/B$  where:

- A = your grade point at the institution attended
- B = numerical value of the highest grade attainable at that institution
- Example: A=4.75 and B=5.0 therefore  $4.75/5.0=0.95 \times 4.0=3.8$  GPA on 4.0 scale

**EMPLOYMENT:** Please list principal jobs you have held in the past, including military service. *List jobs in chronological order with most recent first.*

Organization	Title/Position	Period Employed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ACHIEVEMENTS/ACCOMPLISHMENTS** Please list any awards or honors you have received.

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**LEADERSHIP SKILLS:** What leadership experience have you had?

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**INVOLVEMENT IN FACILITY MANAGEMENT RELATED ACTIVITIES:**

Please describe your facility management-related activities or experiences with any facility management projects, including any IFMA activities or experiences:

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Please describe your activities or experiences with **Central Illinois Chapter of IFMA:**

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**LETTER OF PROFESSIONAL INTENT:** Please remit with this application a letter of professional intent describing your short and long-range career goals in facility management. Please limit your essay to 250-500 words.

**RESUME:** Please submit a copy of your resume outlining your work history, any articles you have written and had published, etc. Limit: 4 pages.

**APPRAISALS:** Please ask two people to complete and sign the attached appraisal forms. They must be academicians who are familiar with your academic performance. Unsigned appraisals will invalidate the scholarship application. List them below.

Name (Last, First)	Title/Rank	Institution
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**APPLICATION CHECKLIST:**

This application for a scholarship becomes complete and valid only when the **Central Illinois Chapter of IFMA** receives all of the following materials no later than December 1, 2009:

- Student Application
- Complete Official Transcript(s)
- Letter of Professional Intent
- Resume
- 2 Appraisals

Please mail the requested documentation to:

Central Illinois Chapter of IFMA  
Student Scholarships  
PO Box 5703  
Bloomington, IL 61702-5703

**Postmark deadline is July 1, annually**

# STUDENT APPRAISAL

## *CONFIDENTIAL*

**PLEASE RETURN BEFORE July 1, of the year in which you are applying, unless you are applying after July 1, in which case the cutoff date is July 1 of the following year.** Your comments should reflect an in-depth evaluation of the student and his/her study/work habits, classroom participation, etc. This should be similar to an annual review or evaluation of an employee.

Name of Applicant: \_\_\_\_\_

I have known this applicant for \_\_\_\_\_ years.

### **COMMENTS ON THE CANDIDATE:**

Would you recommend this student for a scholarship? Why?

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What personal and practical skills does this person have that would make him/her a good facility management professional?

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In your opinion, what is the candidate's strongest attribute?

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## STUDENT APPRAISAL, Cont'd.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Appraiser's Signature: \_\_\_\_\_

Please mail appraisal to:

**Central Illinois Chapter of IFMA  
Student Scholarships  
PO Box 5703  
Bloomington, IL 61702-5703**

**Postmark deadline is July 1, annually**



## Facility Management Scholarship

### *General Information*

One **\$1000** annual scholarship. (Central Illinois Chapter of IFMA reserves the right to reduce the amount if annual funds are short, increase the amount if annual funds have grown, or provide multiple scholarships when funds are sufficient.)

The scholarship(s) is offered to undergraduate students who have been admitted to facility management or related programs, and who seek financial assistance to pursue this education. Related programs include, but are not limited to, architecture, engineering, interior design, plant management, industrial technology, and construction technology.

The scholarship(s) is administered by the Central Illinois Chapter of the International Facility Management Association, a local non-profit educational organization dedicated to the advancement of facility management in cooperation with the National IFMA organization.

The funding for the scholarship is provided by the Central Illinois Chapter of IFMA through two major events within the calendar year, an annual golf outing, and an annual educational conference. Funding is subject to the continuation and growth of these events on an annual basis.

### *Eligibility Criteria*

- **Must be a full-time graduate or a junior or senior level undergraduate student as defined by your university**
- **May not be employed full-time as a facility management professional**
- **Graduate students must have a minimum GPA of 3.00**
- **Undergraduate students must have a minimum GPA of 2.75**
- **Student must be enrolled in a facility management or related degree program (architecture, construction management, interior design)**

### *Application*

Applications are available beginning January 1, annually and must be submitted by July 1, of the same year. This Scholarship will be awarded August 20, annually. This application for a scholarship becomes complete and valid only when the **Central Illinois Chapter of IFMA** receives all of the following materials no later than July 1, of the year in which you are applying:

- Student Application
- Complete Official Transcript(s)
- Letter of Professional Intent
- Resume
- 2 Appraisals

Requests may be made at:

Central Illinois Chapter of IFMA  
P.O. Box 5703  
Bloomington, IL 61702-5703

Or online at [www.cicifma.com](http://www.cicifma.com)