



## CCM Scholarship Application

Florida Chapter CMAA  
P.O. Box 2561  
Palm City, FL 34991

*\*The application, essay, and other required attachments must be typed or printed clearly to be considered.\**

### Scholarship Awards

The purpose of this scholarship is to provide tuition support to club managers interested in pursuing the Certified Club Manager ("CCM") designation. The Florida Chapter Club Managers Association of America ("FLCMAA") Board of Directors based on the merit of applications will award up to \$50,000 for each of the calendar years 2014- 2018. In order to help recipients, meet certification requirements and prepare them for the CCM exam, the Board at its discretion will fund each scholarship an amount up to \$3,500 (final scholarship amount determined by selection committee) to be applied toward registration costs and reasonable reimbursable expenses directly related to travel and lodging for one of the following programs:

- BMI - Club Management
- BMI - Leadership Principles
- BMI - General Manager/Chief Operating Officer
- BMI - Tactical Leadership
- BMI - Strategic Leadership
- BMI - Food & Beverage Management
- BMI - Golf Management
- BMI - Joe Perdue Certification Review Course
- World Conference
- Mid-Managers Conference

### Who Should Apply?

CMAA members who have been working in the hospitality industry for a minimum of two (2) years and have been working at their Florida current club for a minimum of one (1) year and are dedicated to attaining the CCM designation are invited to apply for the scholarship. Candidates must be a Professional or Alumnus member of CMAA and actively pursuing the CCM designation. A candidate must have participated in no less than three (3) regional or chapter events in the last 2 years. Scholarships will be awarded on an objective and nondiscriminatory basis.

### Application Requirements

To apply for the FLCMAA - Award, you must submit the following:

Applicant must be a current CMAA Member.

Complete the application in its entirety.

1. Write an essay (between 750-1,250 words) addressing the following components:
  - a. Describe in detail your career objectives and goals within CMAA.
  - b. The reason(s) you wish to pursue your CCM designation.
  - c. Your specific interests within the private club management field.
2. Include a copy of your current résumé.
3. Include the required letters of recommendation: Assistant Manager or Other Club position: one (1) from your General Manager and a Club Board member. If in a General Manager and/or Chief Operating Officer position a letter is required from a Club Board member.
4. Submit the application to the FLCMAA by **May 1, 2018**.

***Please Note: The application, essay and other required attachments must be typed. Any application that does not meet all the requirements listed above will not be considered.***

### Application Restrictions

- Receiving the scholarship does not in any way guarantee the awarding of the CCM designation.
- The scholarship only applies to programs/courses not yet taken.
- **The scholarship must be used within two (2) years of scholarship award date.**



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### PERSONAL INFORMATION

Name: \_\_\_\_\_ CMAA Member #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

CMAA Join Date: \_\_\_\_\_

How did you hear about this scholarship: \_\_\_\_\_

### EMPLOYMENT INFORMATION

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Title: \_\_\_\_\_ Number of years at club: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Title: \_\_\_\_\_ Number of years at club: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Total number of years in management/supervisory position(s) in a private club: \_\_\_\_\_

**HOSPITALITY/CLUB MANAGEMENT/CMAA INFORMATION**

List any CMAA activities in which you are/have been an active participant (i.e. Chapter activities, education programs/workshops, Conferences, etc.).

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**COMMUNITY INVOLVEMENT INFORMATION**

List any community activities in which you are/have been an active participant.

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**ESSAY**

Please attach a 750 - 1,250 word essay, in which you address the following areas:

1. Describe in detail your career objectives and goals within CMAA.
2. The reason(s) you wish to pursue your CCM designation.
3. Your specific interests within the private club management field.

**SCHOLARSHIP APPLYING FOR - CHECK ONE**

- BMI - Club Management
- BMI - Leadership Principles
- BMI - General Manager/Chief Operating Officer
- BMI - Tactical Leadership
- BMI - Strategic Leadership
- BMI - Food & Beverage Management
- BMI - Golf Management
- BMI - Joe Perdue Certification Review Course
- World Conference

**PLEASE SUBMIT THIS APPLICATION AND ALL REQUIRED ATTACHMENTS TO THE FLCMAA BY MAY 1, 2018.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Dear General Manager/Club Board Member,

The candidate named below is applying for a Florida Chapter Club Managers Association of America ("FLCMAA") scholarship and is seeking your recommendation as required by the FLCMAA's program criteria. Please type your recommendation on your club's letterhead, staple it to this recommendation form and return to the FLCMAA by **May 1, 2018**. **Please note that we do not consider applications complete unless we receive the appropriate recommendation form and letter by the deadline date.** Your prompt response is greatly appreciated.

The content of the letter is left to your discretion, but must address the following questions:

1. How long and under what circumstances have you known the candidate?
2. Why are you recommending the candidate?
3. How well does the candidate perform his or her job functions?
4. What is his or her potential for advancement in the club management field?

### CANDIDATE SECTION

Candidate's Name: \_\_\_\_\_

I have waived my right to see this recommendation.

I have not waived my right to see this recommendation.

Candidate's Signature: \_\_\_\_\_

***(Failure to sign the above indicates that the candidate has not waived his or her right to see this recommendation.)***

### GENERAL MANAGER/CLUB PRESIDENT SECTION

General Manager/Club President's Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

General Manager/Club President's Signature: \_\_\_\_\_

**IF THE CANDIDATE HAS WAIVED HIS OR HER RIGHT TO SEE THIS RECOMMENDATION,  
PLEASE SUBMIT THIS FORM AND RECOMMENDATION LETTER WITH APPLICATION PACKAGE.**



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### Club Member Recommendation Form

Dear Club Member,

The candidate named below is applying for a Florida Chapter Club Manager's Association ("FLCMAA") scholarship and is seeking your recommendation as required by the FLCMAA program criteria. Please type your recommendation, staple it to this recommendation form and return to the FLCMAA by **May 1, 2018**. **Please note that we do not consider applications complete unless we receive the appropriate recommendation form and letter by the deadline date.** Your prompt response is greatly appreciated.

The content of the letter is left to your discretion, but must address the following questions:

1. How long and under what circumstances have you known the candidate?
2. Why are you recommending the candidate?
3. How well does the candidate perform his or her job functions?
4. What is his or her potential for advancement in the club management field?

#### CLUB MEMBER SECTION

Club Member: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Club Member's Signature: \_\_\_\_\_