



2020 Scholarship Application Package

For High School and Undergraduate Student Applicants

About South / Central Texas CMAA Foundation Scholarships

The South / Central Texas Chapter of the Construction Management Association of America (CMAA) awards a limited number of scholarships to qualified students to help them defray the costs of pursuing a degree in Construction Management or a related-degree program. The number of scholarships and amounts of the scholarships vary from year to year, but typically average \$1,000. Scholarship awards for 2020 are show below.

High School:

- \$1,000 award with an additional merit-based \$1,000 after first year in college
- \$500 one-time award

Undergraduate:

- \$1,500 one-time award
- \$1,000 one-time award

Eligibility Criteria

1. Must be a graduating high school senior or have completed a minimum of one full academic year of studies (including the current semester), and must have a minimum of one full academic year remaining prior to completing the degree being pursued. Must be attending a school within the South/Central Texas CMAA Chapter geographical area.
2. Must be intending to major in or already be enrolled in a Construction Management degree program, or other CM-related degree program, and show a strong interest in a career in CM, as demonstrated by a response to the essay question in the application package. CM-related majors include Architecture, Engineering, and other majors as approved by the South/Central Texas CMAA Chapter

NOTE: Incomplete applications will not be considered by the Chapter. The application and all associated attachments must be submitted electronically. Hard copies of transcripts, essays and recommendations must be scanned and sent electronically. Hard copy applications and attachments will not be considered.

CMAA Chapter Scholarship Application Process

Scholarship applications should be submitted electronically to the South / Central Texas CMAA chapter at sctxcmaa.scholarship@gmail.com.

1. See the timetable below for submission dates:
 - a. Applications will be available thru the Chapter website: <https://sctxchapter.cmaanet.org> beginning February 2020.
 - b. Submission of application must be posted in the Chapter mail box no later than April 8, 2020.
 - c. Selection will be made in April and will be awarded at the South/Central Texas Chapter Scholarship Fundraiser in May 2020, or as otherwise coordinated.

The South / Central Texas CMAA Chapter scholarship program does not discriminate on the basis of age, race, gender, religion or national origin in the awarding of scholarship grants.

SCTX Chapter Scholarship Review Process

1. The Chapter scholarship selection committee will review all complete applications received from the online submittals, and make its recommendations to the Chapter Board of Directors for approval. Selected winners will be notified in May 2020.
2. Scholarship check delivery will be coordinated with each winner.

CMAA Chapter Selection Criteria

The Chapter scholarship selection committee will consider the following in selecting winners of the chapter scholarships:

- Academic performance: 40%
- Essay on future plans and scholarship interest: 20%
- Recommendation of teacher or faculty advisor: 15%
- Extracurricular activities: 20%
- Member of Construction Careers Academy or Science, Technology, & Engineering (STEM) Program: 5% (high school only)
- Member of Student CMAA Chapter: 5% (undergraduate only)

Helpful Hints

- All sections of the application, including the Application Checklist, must be completed in full and submitted electronically. An application submitted missing any of the sections and without a signature will be disqualified from consideration.
- The response to the essay must be typed. Be sure to check spelling and grammar carefully. Please remember that your application will be scanned and disseminated to the selection committee electronically; presentation is important.
- The subject line of your email when submitting should include your last name and school name. Please submit one email with all completed sections of the application, in one PDF document, including the transcripts but not the Advisor's portion as that comes directly to the Chapter. Applications received with several individual pieces will be returned for consolidation.
- Please keep a copy of your complete application package and request proof of electronic delivery. The returned proof of delivery will serve as verification that your application has been received. No additional notification will be provided.
- Good luck!

Scholarship Application Checklist

To be considered for a CMAA scholarship, you must complete the following checklist and include it with the application submission, which is to be forwarded electronically as one PDF document with the exception of the Advisor's portion.

- Completed **all** sections of the application packet, including:
 - General Information
 - Academic Information, including Current Academic Schedule
 - Included an unofficial or official transcript from each school attended for undergraduate and/or graduate credit, in plenty of time to meet the application submission deadline.

Please supply the following information related to transcripts:

School Name(s)	Date of Transcript Request
_____	_____
_____	_____
_____	_____
_____	_____

- Extracurricular Activities
- Employment (If applicable)
- One Essay on Future Plans and Scholarship Interest
- Distributed the evaluation/recommendation form to your academic or faculty advisor and let your advisor know the completed form and one-page statement must be submitted directly to the Chapter electronically by **April 8, 2020**. OR Included evaluation/recommendation with this application.
- Proofed the spelling, grammar, and the presentation of the application.
- Signed and dated the application package.
- Made a copy of the completed application package.
- Emailed the application by **April 8, 2020**, with your last name and school name in the email subject line.
- Obtained electronic proof of delivery.

General Information

First Name	
Last Name	
Birth Date	
Permanent: Street Address	
City	
State/Province	
Postal Code	
Country	
Phone Number	
Email	
Current High School/ College/University: Name	
School Address	
City	
State/Province	
Postal Code	
Phone Number	
CMAA Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CMAA Regional Chapter Affiliation	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
CMAA Student Chapter Affiliation or High School Construction Careers or CMIT?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
Previous CMAA Foundation Scholarship Recipient?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?

Academic Information

Student Classification for Which You Are Seeking This Scholarship?	High School <input type="checkbox"/> Undergraduate
Student Classification at Time of Application, i.e. High School Senior, 3rd year undergraduate, etc.	
Type of Degree Sought, i.e. High School, B.S.	
Anticipated Graduation Date	
Cumulative GPA	
Major Field of Study	
GPA in Major (college only) School	
Minor (or Concentration) Field of Study	

Please list the names, locations, and dates of enrollment for any other colleges or universities you attended while seeking your current degree.

Please list any academic honors and awards you've received (you may attach additional pages).

1. _
2. _
3. _
4. _



Current Academic Schedule and Transcripts

Please attach your current academic schedule. You also must include a transcript from each school you have attended for undergraduate credit. Unofficial transcripts are acceptable, but official transcripts may be requested by CMAA prior to distributing scholarships.

Both the current academic schedule and transcript(s) must be scanned from originals or provided electronically. Application packages will not be considered complete unless the current academic schedule and transcript(s) are included in the overall PDF document.

Extracurricular Activities

Please list any extracurricular information you consider to be significant, beginning with the most recent and working back chronologically. Emphasis will be given during judging on activities connected to the CM industry. Do not list every detail about every position or activity. Rather, provide a general sense of your responsibilities and commitment. Attach additional sheets containing other extracurricular activities if necessary.

1. Organization Name	
Activity	
Date Range	
Hours	
Description	
2. Organization Name	
Activity	
Date Range	
Hours	
Description	
3. Organization Name	
Activity	
Date Range	
Hours	
Description	
4. Organization Name	
Activity	
Date Range	
Hours	
Description	



Employment

If applicable, please enter information regarding your most recent employment. Attach additional sheets containing other employment if necessary.

1. From (month/year):		To (month/year):	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			
Hours Per Week			
2. From (month/year):		To (month/year):	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			
Hours Per Week			
3. From (month/year):		To (month/year):	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			
Hours Per Week			



Essay

Applicants must submit one original essay, addressing both of the following topics, to be considered for a scholarship. Please do not exceed two (2) **typed** single-spaced pages (use Times New Roman, 12 font).

1. Future Plans

Please tell us why you are interested in a career in Construction Management.

AND

2. Scholarship Interest

Please explain to the Chapter scholarship committee why you should receive a CMAA scholarship.

Applicant Signature

By submitting this application package for a South / Central Texas CMAA scholarship, I certify that the information contained herein is accurate and factual to the best of my knowledge.

Also, I acknowledge that all decisions of the scholarship committee are final.

Name: _____ Date: _____

Academic/Faculty Advisor Evaluation Form & Recommendation Statement

NOTE TO THE APPLICANT: Fill in the first portion of this form before giving it to your advisor.

Applicant's Full Name	
High School/ College/University Name	
Department	
Teacher or Faculty Advisor's Full Name	

NOTE TO ADVISOR: The applicant wishes to be considered for a South / Central Texas CMAA scholarship application, which is not complete without your evaluation. You are encouraged to give frank statements regarding the applicant's ability to complete his/her work and a prospective future in Construction Management (CM) or a CM-related field. The judges would appreciate knowing about specific intellectual abilities and accomplishments. The judges consider this evaluation and recommendation statement to be of great importance and weigh it up to 15% of the total score. If you wish for the evaluation/recommendation to remain confidential, send this form along with the **one-page** recommendation statement electronically to sctxcmaa.scholarship@gmail.com. In the subject line, identify the student's last name and school name. Otherwise, provide the evaluation/recommendation to the student for submittal with the application. If you have any questions, please call Jacob Powell at (210) 207-0176.

How long have you known this student?		In what capacity?				
How often do you see this student?						
Please place an "X" in the appropriate cell.	Poor	Below Average	Average	Above Average	Superior	
Cooperation						
Courtesy						
Dependability						
Industriousness						
Initiative						
Maturity						
Ability to identify & achieve goals						
Self-Discipline						
Advisor's Full Name						
Position						
Organization						
Email			Phone			
Date						

