



## **2023 Scholarship Application Package**

for Undergraduate and Graduate Student Applicants

## About CMAA Foundation / Chapter Scholarships

The Construction Management Association of America (CMAA) Baltimore Chapter (CMAA-Baltimore), a 501(c)3 charitable organization intends to award 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 amounts of the scholarships vary year-to-year. The Baltimore Chapter intends to award scholarships for 2023 in increments and in numbers that the Chapter feels are appropriate to support Student Chapter members and/or other deserving applicants. Recipients may only be awarded one undergraduate and one graduate scholarship total.

The CMAA Foundation (nationwide) awards scholarships separately based on the submissions to the national program.

## Eligibility Criteria

1. Must have completed a minimum of one full academic year of undergraduate level studies and must have a minimum of one full academic year remaining prior to completing the degree pursued.
2. Must be enrolled in a Construction Management (CM) degree program, or other CM-related degree program, and show a strong interest in a career in CM, demonstrate involvement in CMAA on a local or national level, as demonstrated by a response to the essay question in the application package.
3. Incomplete or late applications may be disqualified from consideration by the CMAA Baltimore Chapter Scholarship selection committee. It is preferred that the application and all associated attachments be submitted via website portal at <https://cmaabaltimore.com/>. Applications may also be submitted via U.S. Mail.

## CMAA Baltimore Chapter Scholarship Application Process

Complete the entire scholarship application, making sure to refer to the application directions and to include the required attachments (academic schedule, transcripts, essay, etc.), and **return it to the Baltimore Chapter – Scholarship Committee by Friday May 12, 2023**. Website and mailing address are on page 4. The CMAA Baltimore Chapter will announce and present scholarship recipients at the CMAA-Baltimore awards banquet at Greystone Golf Course in White Hall, MD on June 6, 2023. If you have any questions, please call Marx Possible, PE at (443) 883-1401, or email [mpossible@gpinet.com](mailto:mpossible@gpinet.com).

## CMAA Baltimore Chapter Scholarship Review Process

1. The CMAA Baltimore Chapter scholarship selection committee will review all complete applications received from direct submittals, and make a decision based on the received application. Selected winners will be notified on-or-about Wednesday, May 22, 2023.

- Scholarship checks will be issued directly to the educational institution for payment into the selected students' tuition accounts upon the students' acceptance of the scholarship and CMAA-Baltimore's verification of the students' enrollment status.

### **CMAA Baltimore Chapter Scholarship Selection Criteria**

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

- Academic performance: 25%
- Quality of essay on future plans and scholarship interest: 25%
- Involvement and / or leadership position in the Student and/or National, Local CMAA Chapter: 20%
- Recommendation of faculty advisor: 20%
- Extracurricular activities: 10%

### **Helpful Hints**

- All sections of the **application must be fully completed** and submitted by Friday, May 12, 2023. An application submitted missing any of the sections or signature may be disqualified from consideration.
- The response to the essay **must be typewritten**. Be sure to check spelling and grammar carefully; presentation is important.
- Please keep a copy of your complete application package. A returned proof of delivery will serve as verification that your application has been received. No additional notification will be provided.
- Good luck!

### **Before you Begin...**

- A completed application will include: Completed and signed application form or electronic submission acknowledgement; official academic transcript; the enclosed advisor's evaluation sent directly to the CMAA-Baltimore selection committee representative or filled out in the application portal on the website at <https://cmaabaltimore.com/>; the student's current resume – including information on CMAA involvement/leadership; a letter of recommendation from the most current employer on company letterhead – if applicable; and the Student Chapter/Regional Chapter Membership Verification (if applicable). If the applicant is not currently employed, then a letter of recommendation from a department faculty member is required.

- Keep a copy of your complete application package. **If you mail it to the CMAA-Baltimore request a “proof of delivery” from the Postal Service.** The returned proof of delivery or electronic submission acknowledgement will serve as your notification that the CMAA-Baltimore has received your application. No other notification will be sent. You will be notified of the submission/postmark deadline.

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

## Scholarship Application Checklist

To be considered for a CMAA-Baltimore scholarship, you must complete the following checklist and include it with the application submission.

Completed **all** sections of the application packet, including:

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

Supply the following information related to transcripts:

School Name(s)	Date of Transcript Request
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- Extracurricular Activities
- Employment (If applicable)
- One Essay on Future Plans and Scholarship Interest
- CMAA Student Chapter / Regional Chapter Membership Verification (If applicable)
- 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 CMAA-Baltimore Chapter by **Friday, May 12, 2023**.
- Proof read the spelling, grammar, and the presentation of the application.
- Signed and dated the application package.
- Made a copy of the completed application package.

**Submit in the CMAA Baltimore Chapter website portal at <https://cmaabaltimore.com/> or Mail Application (and Advisor Evaluation and Recommendation Letters) to:**

CMAA Baltimore Chapter Scholarship Committee  
 c/o Marx Possible, PE, Scholarship Committee Chair  
 Greenman-Pedersen, Inc.  
 11000 Broken Land Parkway, Suite 500  
 Columbia, MD 21044

### General Information

<b>First Name</b>	
<b>Last Name</b>	
<b>Birth Date</b>	
<b>Permanent Address: Street Address</b>	
<b>City</b>	
<b>State/Province</b>	
<b>Postal Code</b>	
<b>Country</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Current College/University: Name</b>	
<b>School Address</b>	
<b>City</b>	
<b>State/Province</b>	
<b>Postal Code</b>	
<b>Phone Number</b>	
<b>CMAA Member?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>CMAA Regional Chapter Affiliation</b>	<input type="checkbox"/> Yes If yes, provide name: <input type="checkbox"/> No
<b>CMAA Student Chapter Affiliation</b>	<input type="checkbox"/> Yes If yes, provide name: <input type="checkbox"/> No
<b>CMIT?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Previous CMAA-Baltimore Scholarship Recipient?</b>	<input type="checkbox"/> Yes If yes, when? <input type="checkbox"/> No
<b>Have you applied for the Francis M. Keville Scholarship</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Academic Information

Student Classification for Which You Are Seeking This Scholarship?	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
Student Classification at Time of Application, e.g. 3 <sup>rd</sup> year undergraduate, 1 <sup>st</sup> year graduate	
Type of Degree Sought, e.g. BS, MA	
Anticipated Graduation Date	
Cumulative GPA	
Major Field of Study	
GPA in Major	
Minor (or Concentration) Field of Study	

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

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Please list any academic honors and awards you have received.

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



### Current Academic Schedule and Transcripts

Please attach your current academic schedule. You also must include an **official transcript** from each school you have attended for undergraduate **and** graduate credit.

Application packages will not be considered complete unless the current academic schedule and official transcript(s) are received.

## Extracurricular Activities

Please list any extracurricular information you consider to be significant, beginning with the most recent and working back chronologically. 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.

<b>1. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>2. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>3. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>4. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	



## CMAA Student Chapter/Regional Chapter Membership Verification

(If applicable)

NOTE TO THE STUDENT CHAPTER OFFICER: Please complete, sign and seal this evaluation in an envelope with your signature over the envelope flap by **Friday, May 12, 2023**, and return directly to the CMAA Baltimore Chapter Scholarship Liaison Committee at:

**CMAA Baltimore Chapter Scholarship Committee**  
c/o Marx Possible, PE, Scholarship Committee Chair  
Greenman-Pedersen, Inc.  
11000 Broken Land Parkway, Suite 500  
Columbia, MD 21044

If there is a CMAA Student Chapter at your college or university, or a regional chapter in your area, you must submit this form. The chapter faculty advisor and Student Chapter President (or regional chapter president) should complete and sign the appropriate sections.

Student:

College/University:

**This is to verify that the applicant is an active member in good standing with the CMAA Student Chapter and/or an active member in good standing with the CMAA Regional Chapter.**

Chapter President or Student Chapter Faculty Advisor:

Title:

*I certify that to the best of my knowledge that this person is a member in good standing.*

Signature: \_\_\_\_\_

Date:

Please place an "X" in the appropriate cell.	Poor	Below Average	Average	Above Average	Superior
Cooperation					
Courtesy					
Dependability					
Industriousness					
Initiative					
Maturity					
Ability to select & achieve goals					
Self-Control					

## Employment

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

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

## Essay

Applicants must submit one original essay, addressing both of the following topics, to be considered for a scholarship. Please do not exceed two, **typewritten**, single-spaced pages.

**1. Future Plans**

Please tell us why you are interested in a career in Construction Management and how CMAA has helped you prepare for your future professional development.

**and**

**2. Scholarship Interest**

Please explain to the CMAA Baltimore scholarship selection committee why you should receive a CMAA Baltimore scholarship, including any hardships you have overcome.

## Applicant Signature

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

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

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

## Academic or Faculty Advisor Evaluation/Recommendation Form

NOTE TO THE APPLICANT: Please fill in the first portion of this form before giving it to your academic or faculty advisor for completion.

<b>Applicant's Full Name</b>	
<b>College/University Name</b>	
<b>Department</b>	
<b>Academic or Faculty Advisor's Full Name</b>	

NOTE TO ADVISOR: The applicant wishes your responses to be considered as part of his or her CMAA-BALTIMORE scholarship application, which is not complete without your evaluation (due no later than **Friday, May 12, 2023**). Your evaluation/recommendation will be confidential and not shared with the student. You are encouraged to provide a statement supporting your responses in this completed form. If you have any questions, please call Marx Possible, PE at (443) 883-1401, or email [mpossible@gpinet.com](mailto:mpossible@gpinet.com).

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

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

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