



## **Annual Scholarship Application Package**

for undergraduate and graduate student applicants

## About CMAA Foundation / Chapter Scholarships

The Construction Management Association of America 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 (CM) or a related-degree program. Scholarships vary year-to-year, 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. *Note: The CMAA Foundation (nationwide) awards scholarships separately based on the submissions to the national program.*

## Eligibility Criteria

1. Applicant has completed at least one full academic year of undergraduate level studies and has at least one full academic year remaining, prior to completing the degree pursued.
2. Applicant is enrolled in a CM degree program, or other related degree program,
3. Applicant shows a strong interest in a career in CM
4. Applicant demonstrates involvement in CMAA on a local or national level

## Application Process

Complete the entire scholarship application, including the required attachments (academic schedule, transcripts, essay, etc.), and return it by **April 19<sup>th</sup>** of the current year. Incomplete or late applications may be disqualified from consideration. The response to the essay must be typewritten. Be sure to check spelling and grammar carefully; presentation is important.

It is preferred that the application and all associated attachments be submitted **via website portal** at <https://cmaabaltimore.com/>. An electronic returned proof of delivery will serve as verification that your application has been received.

Alternatively, applications may also be submitted via email (request a “proof of delivery”), to the Baltimore Chapter Scholarship Chair.

Keep a copy of your complete application package. If you have any questions, please contact Mike Michalski, PE, CCM, Scholarship Committee Chair, at C. 443-745-4065 or [mmichalski@wrallp.com](mailto:mmichalski@wrallp.com)

## Review Process

The scholarship selection committee will review all complete applications. Selected winners will be notified in mid-May. CMAA Baltimore will announce and present scholarship recipients at the June awards luncheon at Greystone Golf Course in White Hall, MD or at the September Owners Forum in Hunt Valley, MD.

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.

## Selection Criteria

Criteria	Weight
Academic performance	25%
Quality of essay regarding 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%

## Commitment to Diversity, Equity, and Inclusion

In principle and in practice, CMAA values and seeks to promote diverse, inclusive, and equitable participation within the profession of construction management to achieve quality and excellence. CMAA recognizes the strength of diverse perspectives and is committed to promoting diversity and ensuring equal opportunity and inclusion for all persons in its membership, leadership, and activities, regardless of race, ethnicity, sex, disability, country of origin, religion, age, or sexual orientation.

## Scholarship Application Checklist

### Part I

1. General Information

2. Academic Information, including:

Current Academic Schedule

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

---

---

---

---

3. Extracurricular Activities

4. Employment (If applicable)

5. Essay

6. Submission (Signature Page)

Proofed the spelling, grammar, and the presentation of the application.

Signed and dated the application package.

Made a copy of the completed application package.

### Part II

1. CMAA Membership Verification Form

2. Evaluation/Recommendation Form

**Part I, Section 1. 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

**Part I, Section 2. 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.

---



---



---



---

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** and **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.

**Part I, Section 3. 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>	

**Part I, Section 4. 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>			



## Part I, Section 5. 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.

**Part I, Section 6. Submission**

***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:** \_\_\_\_\_

**Part II, Section 1. Verification Form - Directions**

*(to be filled out by Student Chapter Officer or Regional Chapter President)*

This form is not required UNLESS the student is affiliated with a Student Chapter or Regional Chapter of CMAA.

NOTE TO STUDENT CHAPTER OFFICER OR REGIONAL CHAPTER PRESIDENT: Please complete, sign, and return by **April 19<sup>th</sup>** of the current year, directly to the CMAA Baltimore Scholarship Chair: Mike Michalski, PE, CCM via email (request a “proof of delivery”) to: [mmichalski@wrallp.com](mailto:mmichalski@wrallp.com)

or

Enter electronically into the scholarship portal section of [cmaabaltimore.com](http://cmaabaltimore.com).

*Form found on next page.*

## Part II, Section 1. Verification Form

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.

Student Name:

College/University:

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: \_\_\_\_\_

**Part II, Section 2. Evaluation/Recommendation Form - Directions**

*(to be filled out by employer, academic advisor, or faculty advisor)*

NOTE TO EMPLOYER, ACADEMIC ADVISOR, OR FACULTY 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. 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 Mike Michalski, PE, CCM at C. 443-745-4065 or email [mmichalski@wrallp.com](mailto:mmichalski@wrallp.com)

Please complete, sign, and return by **April 19<sup>th</sup>** of the current year, directly to:

Mike Michalski, PE, CCM via email (request a "proof of delivery"), to [mmichalski@wrallp.com](mailto:mmichalski@wrallp.com)

or

Enter electronically into the scholarship portal section of [cmaabaltimore.com](http://cmaabaltimore.com).

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 **April 19<sup>th</sup>** of the current year). 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.

*Form found on next page.*

**Part II, Section 2. Evaluation/Recommendation Form**

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

<b>Applicant's Full Name</b>	
<b>College/University/Firm Name</b>	
<b>Department</b>	
<b>Reviewer's Full Name</b>	

EMPLOYER, ACADEMIC ADVISOR, OR FACULTY ADVISOR: Please fill in the following.

<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>Evaluator's Full Name</b>					
<b>Position</b>					
<b>Organization</b>					
<b>Email</b>		<b>Phone</b>			

You are encouraged to provide a statement supporting your responses in this completed form.

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