

BOMA San Antonio Scholarships – Conferences & Meetings

Background of Program

In 1999, the BOMA San Antonio Board of Directors (“Board”) approved creation of a program to provide scholarships for professional education at conferences and meetings hosted by BOMA International and BOMA Southwest Region.

Scholarship funding provided by BOMA San Antonio is as follows:

- A maximum of \$13,000 can be awarded annually
- \$3,000.00 for the Southwest Regional Conference
- \$10,000 for the International Conference
- Any unused portion from the SW Conference can be rolled over for the International Conference.
- Any unused amount will remain in the scholarship fund for future use.

General Information

- Application for a conference/meeting scholarship must be presented to the BOMA office 120 days prior to the registration deadline. Failure to meet deadline will eliminate consideration of application unless the BOMA San Antonio Board of Directors waives the deadline.
- All scholarships approved and the amounts awarded are at the discretion of the Board of Directors and the guidelines below shall not obligate the Board of Directors to award the full, maximum scholarship amount.
- Southwest Conference: An Education Scholarship can be awarded up to three recipients per year to attend the annual Southwest Regional Conference. The scholarship will cover the conference registration fee and any documented course related materials required for any education session up to \$1,000.00.
- International Conferences: An Educational Scholarship can be awarded to four recipients annually. The scholarship award can be to attend the annual BOMA International Conference or the Medical Office Buildings & Healthcare Facilities Conference. The scholarship will cover the following expenses not to exceed \$2,500 awarded to each recipient: 100% of registration for the conference only, lodging for 3 nights and economy air fare to the conference and any documented course related materials required.

Scholarship Eligibility

1. Applicant must be a Regular Member representative in BOMA San Antonio for at least one year.
2. Applicant’s current year dues must be in paid in full and the company doesn’t have any other outstanding invoices due and payable.
3. Applicant must be actively serving on a local committee or have served on a committee within the 365 days prior to application of scholarship. The Board may choose to waive this requirement for applicants who have shown a commitment to BOMA SA in ways other than committee service but in that event, the recipient must, within 3 months of scholarship approval, join and actively participate in at least one BOMA SA committee for one year. Failure to do so may be a basis for future scholarship requests to be declined.
4. Applicant has not received a scholarship award within the last three (3) years to attend a conference or meeting. Receipt of scholarship awards within the last three (3) years for the BOMI designation courses or the BOMA International education courses outlined in the POLICY: Scholarship-Education shall not preclude the applicant from being eligible to apply for a scholarship to attend a conference or meeting.

BOMA SA Scholarships - Conferences & Meetings, continued

Scholarship Performance Requirements

1. Recipient is required to attend all education sessions and/or events including but not limited to:
 - One education session in every session time block;
 - Texas, Southwest or BOMA Int'l general membership meetings;
 - Texas and Southwest Regional Board meetings if an Officer;
 - TOBY Banquet if it is included in the registration cost;
 - Any additional attendance requirements will be sent once the final conference schedule is published. NOTE: Education session changes can occur up to 7-14 days in advance of the conference. The BOMA office will advise recipient of any specific education sessions to attend as "deemed necessary to attend" by the Board.
2. Recipients are required to write an article about the conference as a whole and include specific information of the education sessions attended. The article is due to the BOMA office by the 15th of the month following the conclusion of the conference so it can be published in the Newsletter and/or website.
3. All scholarship recipients are required to participate in the next offered BOMA International's Experience Exchange Report Survey (EER) and the bi-annual BOMA San Antonio Salary Survey. Failure to do so of the foregoing without Board waiver of the requirement may be a basis for future scholarship requests to be declined.
4. Recipients will be required to participate with other conference attendees at a BOMA San Antonio luncheon forum on the "Lessons Learned."

Scholarship Funding

Applicant for the scholarship acknowledges failure to attend the courses/classes/sessions required for the scholarship's grant is grounds for BOMA SA's to request a total refund of the scholarship value for failure to fulfill conditions precedent to the obligation to fund. The scholarship funding will be distributed as registrations are made for the conference. Complete package of receipts will be required to submit to verify costs.

REQUIRED RECEIPTS

- A copy of the BOMA conference registration receipt
- A paid airline receipt with the travel itinerary and dates printed on it
- A paid hotel receipt with the hotel dates printed on it
- Verification of courses attended through the BOMA International scanning procedure for those who attend courses.

Application is attached below and must be emailed to admin@bomasanantonio.org 120 days prior to the registration deadline. Failure to meet deadline will eliminate consideration of applicant unless the BOMA San Antonio Board waives the deadline.

BOMA SAN ANTONIO SCHOLARSHIP APPLICATION

Personal Data

Name: _____ Email: _____

Mailing Address: _____

City/State/Zip: _____

Scholarship desired for (circle one): Regional Conference National Conference

Name and Location of Course or Meeting _____

Amount of scholarship requested: \$ _____

Amount requested must follow the guidelines of the scholarship policy.

Other educational registration fee of \$ _____, plus other allowable expense outlined in the Scholarship Policy

Are you a past recipient of a scholarship from BOMA San Antonio? Yes No

(If yes, please attach proof.)

What is your company's education reimbursement policy? Are funds available from other sources for reimbursement?

Professional Data

Employer: _____

Employer's Address: _____

City/State/Zip: _____

Job Title: _____

Immediate Supervisor: _____ Phone: _____

Building/Facility Manager (if different from supervisor): _____

Length of employment: _____ (If less than two years, attach info for previous employer.)

Brief description of job responsibilities: _____

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Education and Academic Achievements

<u>Level</u>	<u>Institution</u>	<u>Field of Study</u>	<u>Certification Earned</u>
College/ University	_____	_____	_____
Professional Designations	_____	_____	_____
Other Industry Courses Taken	_____	_____	_____

Two Business/Professional References

Name: _____ Phone: _____
Address: _____
City/State/Zip: _____
Email: _____

Name: _____ Phone: _____
Address: _____
City/State/Zip: _____
Email: _____

Required Attachments:

Letter of recommendation from employer

Minimum 250 word essay explaining how the conference will benefit you

Signature: _____ Date: _____