



Scholarship Application

“To provide the leadership for successful development and operation of Community Associations through information, research and education.”

In following the Chapter's Mission Statement, the Education Committee's purpose is to promote education and raise scholarship funds to assist association managers seeking a CAI Manager designation. Scholarship funds may be awarded to cover the cost of curriculum, and exam fees plus \$150 for lodging. Classes located within a 75 mile radius do not qualify for lodging.

In order to receive funding prior to your first class, a completed scholarship application must be received by the Education Committee a minimum of 60 days prior to class registration.

Applicants are strongly encouraged to apply for classes being held in the Coachella Valley, so that a minimum of scholarship funds are used for lodging.

SCHOLARSHIP CRITERIA

- ❖ Must be an active member of the Coachella Valley Chapter of CAI serving and participating on at least one committee while receiving scholarship funds. Committee participation to be verified by Committee Chair or CED. Must be employed in the Coachella Valley.
- ❖ Must have been actively working in the Coachella Valley as a Community Association Manager or an Assistant Community Association Manager for at least one year during the past two years. While receiving scholarship funds, the recipient must volunteer at least twenty hours per year to specifically benefit the goals of the Chapter.

APPLICATION REQUIREMENTS

Submit three letters of recommendation from current Coachella Valley Chapter members.
(See Letter of Recommendation form)

Submit a letter that details your association management experience, merit, goals and volunteer service to the Chapter.

CONDITIONS FOR RECEIPT OF SCHOLARSHIP FUNDS

If a scholarship recipient does not pass a class, the class must be repeated at the recipient's expense before additional scholarship funds may be awarded.

If more than two years elapse after the successful completion of a class or classes, a new scholarship application must be completed and submitted to the Education Committee for approval before additional funds will be awarded.

APPLICATION REVIEW

Applications are reviewed by a committee comprised of a minimum of three (3) Education Committee members, with at least one being a PCAM. The awards will be made based on availability of funds, meeting the application criteria, letters of recommendation and letter of application. The Committee will submit recommendations to the Board of Directors for final approval.

APPLICANT INFORMATION

Name of Applicant: _____

Office Address: _____

City/State/Zip Code: _____

Telephone/Cell: _____

E-mail Address: _____

1. Are you employed in the Coachella Valley? _____
2. Are you currently employed or have you been employed as a Community Association Manager or Assistant Community Association Manager for at least one year during the past two years in the Coachella Valley? If yes, list inclusive dates of employment and name, address and telephone number of employer(s)..

A)

B)

C)

3. Are you an active Coachella Valley Chapter Member? If yes, list CAI committee(s) and/or any other CAI volunteer activities, in which you have participated within the past two years.

A)

B)

C)

4. Please submit three letters of recommendation attesting to your character, and professionalism with this application.
5. Are you receiving any other funding from any source to assist you in obtaining your PCAM designation: If YES, please indicate the amount of funding to be provided and when the funds will be distributed.
6. Please submit a letter, authored by you, with your application describing reasons why you should be a scholarship recipient. This letter must provide the details of your experience as a Community Association Manager/Assistant Community Manager, merit, goals and volunteer service to the Chapter.
7. Please state the name, date and location of the initial course you are registering for.

Course Name:

Date:

Location:

APPLICATION REVIEW AND RECOMMENDATION

Date Application Received by Education Committee: _____

Date Application Reviewed by Education Committee: _____

Committee Member Name Signature/Date

Committee Member Name Signature/Date

Committee Member Name Signature/Date

Committee Chair Signature/Date

Committee Secretary Name

Board of Director's Review

Chapter President Signature/Date

Chapter Secretary Signature/Date
