



# TOOLS OF THE TRADE SCHOLARSHIP

**CMAA**

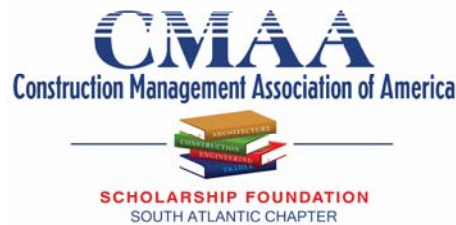
Construction Management Association of America



**SCHOLARSHIP FOUNDATION**  
SOUTH ATLANTIC CHAPTER

**2018 SCHOLARSHIP  
APPLICATION PACKAGE**

Due Date: May 14, 2018



## Construction Management Association of America South Atlantic Chapter (CMAA-SAC) **TOOLS OF THE TRADE SCHOLARSHIP**



### About CMAA South Atlantic Chapter (SAC) Scholarships

The Construction Management Association of America South Atlantic Chapter is an organization dedicated to leading the growth and acceptance of professions in the Architecture, Engineering, and Construction (AEC) Industry that can add significant value to the entire design and construction process, from conception to ongoing operation. To promote CMAA's objectives, the South Atlantic Chapter is offering academic scholarships to full-time students pursuing a related degree to architecture, engineering, or construction management. The Construction Management Association of America South Atlantic Chapter, awards these scholarships to qualified students to help them defray the costs of pursuing a degree in one of these disciplines.



### TOOLS OF THE TRADE Scholarship Information

The **Tools of the Trade** Scholarship is awarded for the purchase of program required tools, uniforms, equipment, and or/supplies to a currently enrolled part-time or full-time student in good academic standing. The amount to be awarded is up to \$500.

The scholarship funds will be paid through reimbursement (with proof of purchase) or directly to an approved equipment vendor on behalf of the student.



### TOOLS OF THE TRADE Scholarship Application Process

1. Applicant must be enrolled in a TCSG certificate, diploma, or degree program that publishes a required list of tools, uniforms, equipment and/or supplies necessary for completion of the program. This scholarship does not cover textbooks, office supplies, etc.)
2. Applicant must be admitted to or enrolled in a TCSG institution at the time of funding award in one of the following program areas: Air Conditioning Technology, Building and Facilities Maintenance, Cabinetry, Carpentry, Civil Engineering, Construction Management, Drafting/GIS, Electrical Construction and Maintenance, Electronics and Telecommunications, Environmental Engineering Technology, Industrial Systems Technology, Instrumentation Technology, Machine Tool Technology, Masonry, Plumbing, or Welding.
3. Applicant must be a Georgia resident.
4. Applicant must submit a completed application with attachments.



**NOTE: Incomplete applications will not be considered by CMAA SAC. 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 SAC Scholarship Review Process**

1. The CMAA-SAC Scholarship Foundation Members will review all complete applications and make recommendations of Scholarship Recipients. Notification will be by May 25, 2018 and funds can be applied to the Fall Semester.
2. The scholarship recipients will be strongly encouraged to attend the CMAA-SAC Annual Project Achievement Awards Gala on June 12, 2018. Scholarship checks will be handed over to the students at the Awards Gala and it will also provide an opportunity for winners to interact with members of the AEC community.



### **CMAA SAC Selection Criteria**

- academic performance: 40%
- quality of essay on future and scholarship interest: 30%
- recommendation of college faculty (or other academia recommendation): 20%
- extracurricular activities: 10%



### **Helpful Hints**

- All sections of the application 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, preferably in one PDF document.
- 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 the CMAA-SAC **Tools of the Trade** Scholarship, you must complete the following checklist and include it with the application submission, which is to be forwarded electronically, preferably as one PDF document.

- Completed **all** sections of the application packet, including:
  - General Information
  - Academic Information, including Current Academic Schedule
  - Official transcript from each school attended for degree program, 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
- Recommendation Letter(s)
- 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 **lvann@tcsg.edu** electronically by **May 14, 2018**
- 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 application by **May 14, 2018**, with your last name and school name in the email subject line
- Obtained electronic proof of delivery



### General Information

<b>First Name</b>	
<b>Last Name</b>	
<b>Birth Date</b>	
<b>Permanent: 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>Institution</b>	
<b>School Address</b>	
<b>City   State   Postal Code</b>	
<b>Phone Number</b>	
<b>Program</b>	



### Academic Information

<b>Student Classification at Time of Application, i.e. 3<sup>rd</sup> year undergraduate, 1<sup>st</sup> year graduate</b>	
<b>Type of Degree Sought (Certificate, Diploma, Degree)</b>	
<b>Anticipated Graduation Date</b>	
<b>Cumulative GPA</b>	

Please list the names, locations, and dates of enrollment for any other colleges or universities you 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 the TCSG acceptance letter and an **official** transcript from each school you have attended for undergraduate **and** graduate credit.

Both the current academic schedule and transcript(s) must be scanned from originals and provided electronically. Application packages will not be considered complete unless the current academic schedule, TCSG acceptance letter, and official transcript(s) are received.



### Extracurricular Activities

Please list any extracurricular information you consider to be significant. 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>	



## 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, **typed**, and single-spaced pages.

**1. Future Plans**

Please tell us why you are interested in a career in the construction, engineering, design, and/or industry trades and your level of commitment to completion of the selected program. Include a detailed explanation of your educational plans and career goals. Include a detailed explanation of your educational plans and career goals.

**2. Additionally, provide a complete list of tools, uniforms, equipment and/or supplies, approximate cost of items and recommended vendors for the purchase of items. (*Check with your program instructor for this list.*)**

and

**3. Scholarship Interest**

Please explain to the CMAA-SAC Scholarship Foundation why you should receive a TOOLS OF THE TRADE scholarship, including any hardships you have overcome.



**Applicant Signature**

*By submitting this application package for a CMAA-SAC Foundation 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:** \_\_\_\_\_

***INFORMATION RELEASE***

As a scholarship applicant, I hereby release information contained on this application as well as my financial aid applications and academic transcripts to the CMAA-SAC Scholarship Foundation. In addition, I waive my right to access and review confidential recommendations acquired for purposes of determining and granting this scholarship. I understand that this information will be used solely for the purpose of selecting scholarship recipients and will not be used by the Foundation for any other purpose. I understand that the scholarship may be denied if any information reported on this application is found to be intentionally misleading or inaccurate.

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

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





**Academic or Faculty Advisor Evaluation/Recommendation Form**

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

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



**NOTE TO ADVISOR:** The applicant wishes your responses to be considered as part of his or her CMAA SAC application, which is not complete without your evaluation (due no later than **May 14, 2018**). We would appreciate knowing about specific intellectual abilities and accomplishments. We encourage frank statements regarding the applicant's ability to complete his or her work and a prospective future in the construction, engineering, design and/or industry trades. Your evaluation/recommendation will be confidential and not shared with the student. Please send a one-page statement, along with this completed form, electronically to [lvann@tcsgeu.edu](mailto:lvann@tcsgeu.edu). In the subject line, please identify the student's last name and school name. If you have any questions, please contact [lvann@tcsgeu.edu](mailto:lvann@tcsgeu.edu).

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