



## LaRocca Family Executive Scholarship

### FY2019 APPLICATION GUIDELINES

The Club Foundation • 1733 King Street • Alexandria, VA 22314

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#### **The Club Foundation**

The Club Foundation, a non-profit charitable organization, was established by CMAA in 1988 to raise funds to financially support the professional development of club managers through education, training and research initiatives. In 2010, recognizing how much The Club Foundation had impacted their careers, the LaRocca Family stepped forward to give back to the industry by making a generous contribution to the Foundation. The LaRocca Family Executive Scholarship was created to both honor their commitment to professional development and to recognize their continued support of The Club Foundation. The purpose of this scholarship is to provide financial support to club managers interested in both furthering their own professional development, as well as helping others achieve their career goals through mentorship.

#### **Scholarship Awards**

The Club Foundation will award scholarships annually, based on the availability of funds and merit of application. This scholarship may be used for the tuition cost of your choice of one of the following BMI courses:

- BMI Tactical Leadership;
- BMI Strategic Leadership;
- BMI International;
- BMI Food & Beverage;
- BMI Golf Management;
- BMI Wine & Food Experience; or
- Certification Review Course.

A second mentoring component of this scholarship allows the recipient to designate funds for a manager that they are mentoring to be used for their choice of one of the following:

- CMAA Dues (both National and Chapter dues);
- A full CMAA World Conference registration and up to \$1,000 in travel and lodging expenses;
- A full Legislative/Leadership Conference registration and up to \$1,000 in travel and lodging expenses.

Scholarship awards will be granted based on recommendations made by The Club Foundation Allocation Committee and approved by The Club Foundation Board of Governors.

#### **WHO SHOULD APPLY?**

Candidates must be a current member of CMAA, have a minimum of 10 years of club supervisory/management experience, currently serve as the top executive at their club and take an active role in mentoring.

#### **Application Requirements**

***To apply for the LaRocca Family Executive Scholarship, you must do all of the following:***

1. Visit our Web site at [www.clubfoundation.org](http://www.clubfoundation.org) to download an official application. Scholarship applications are due to The Club Foundation by **November 1<sup>st</sup>**.
2. Include a letter of recommendation from a person that you are currently mentoring typed on club letterhead and signed by hand.
3. Include a letter of recommendation from a peer typed on club letterhead and signed by hand.
4. Enclose a copy of your **current** resume.
5. Write an essay (between 500-1000 words) addressing the following components:
  - a. If awarded this scholarship, how would you utilize the funds?
  - b. Describe how mentoring has influenced your career.
  - c. How has The Club Foundation impacted your career?
  - d. What is your individual philosophy towards developing future leaders within the club industry?
  - e. Give some examples of programs you have developed in your club (i.e. internship or manager in training).
6. **Please Note:** All applications, essays and other required attachments must be typed. Any application that does not meet all the requirements listed above will not be considered.

#### **Restrictions**

The scholarship only applies to programs/courses not yet taken and must be used within 18 months.



## LARocca FAMILY EXECUTIVE SCHOLARSHIP FY2019 APPLICATION

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### GENERAL INFORMATION

Name: \_\_\_\_\_ Member ID#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Chapter: \_\_\_\_\_ Email: \_\_\_\_\_

Total number of years in management/supervisory positions at a membership club (include all positions): \_\_\_\_\_

Name of your mentee \_\_\_\_\_

### EMPLOYMENT INFORMATION

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Title: \_\_\_\_\_ Number of years at club: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Title: \_\_\_\_\_ Number of years at club: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

### EDUCATION INFORMATION

Name of Institution/Location	Number of Years Completed	Degree Earned?	Major Field of Study
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Y <input type="checkbox"/> N	

### **CMAA ACTIVITIES**

Describe any CMAA activities in which you are/have been an active participant (i.e. chapter activities, education programs/workshops and Conference).

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### **COMMUNITY ACTIVITIES**

Describe any community activities in which you are/have been an active participant.

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### EDUCATION BUDGET

What is your club's total budget allocation for education and how do you personally benefit from that allocation?

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### ESSAY

Please attach a 500 – 1,000 word essay, in which you address the following areas:

- a. If awarded this scholarship, how would you utilize the funds?
- b. Describe in detail your career objectives and goals.
- c. Describe how mentoring has influenced your career.
- d. How has The Club Foundation impacted your career?
- e. What is your individual philosophy towards developing future leaders within the club industry?
- f. Give some examples of programs you have developed in your club (i.e. internship or manager in training).

Please submit this application and all required attachments and recommendations to The Club Foundation no later than **November 1<sup>st</sup>**.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## PEER RECOMMENDATION FORM

Dear Club Manager:

The candidate named below is applying for a LaRocca Family Executive Scholarship from The Club Foundation and is seeking your recommendation as required by the Foundation's program criteria. Please type your recommendation on club letterhead with a handwritten signature, staple it to this recommendation form and return to your candidate. Please note that the candidate must submit their complete application to The Club Foundation by **November 1<sup>st</sup>**. ***Applications are not considered complete unless the appropriate recommendation forms and letters are included with the application packet by the deadline date.*** Your prompt response is greatly appreciated.

The content of the letter is left to your discretion, but must address the following questions:

- 1) How long and under what circumstances have you known the candidate?
- 2) Why are you recommending the candidate?
- 3) Can you describe the candidate's leadership philosophy?

### CANDIDATE SECTION

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

A candidate may waive his/her right to inspect and review letters of recommendation by signing a waiver.

☐ I have waived my right to see this recommendation.

☐ I have not waived my right to see this recommendation.

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

***(Failure to sign the above indicates that the candidate has not waived his/her right to see this recommendation.)***

### PEER SECTION

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

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Please remember that your recommendation letter must be written on club letterhead and include your handwritten signature.**

***PLEASE RETURN THIS FORM AND YOUR RECOMMENDATION LETTER TO THE CANDIDATE TO BE INCLUDED IN THEIR COMPLETE APPLICATION SUBMISSION.***



## MENTORING RECOMMENDATION FORM

Dear Club Manager:

The candidate named below is applying for a LaRocca Family Executive Scholarship from The Club Foundation and is seeking your recommendation as required by the Foundation's program criteria. Please type your recommendation on club letterhead with a handwritten signature, staple it to this recommendation form and return to your candidate. Please note that the candidate must submit their complete application to The Club Foundation by **November 1<sup>st</sup>**. ***Applications are not considered complete unless the appropriate recommendation forms and letters are included with the application packet by the deadline date.*** Your prompt response is greatly appreciated.

The content of the letter is left to your discretion, but must address the following questions:

- 1) How long and under what circumstances have you known the applicant?
- 2) Why are you recommending the candidate?
- 3) How has your mentoring relationship with the candidate made an impact on your career?
- 4) Give specific examples of how the candidate mentored you for your future development.

### CANDIDATE SECTION

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

A candidate may waive his/her right to inspect and review letters of recommendation by signing a waiver.

- ☐ I have waived my right to see this recommendation.
- ☐ I have not waived my right to see this recommendation.

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

***(Failure to sign the above indicates that the candidate has not waived his/her right to see this recommendation.)***

### MENTORED INDIVIDUAL SECTION

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

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

**Please remember that your recommendation letter must be written on club letterhead and include your handwritten signature.**

**PLEASE RETURN THIS FORM AND YOUR RECOMMENDATION LETTER TO THE CANDIDATE TO BE INCLUDED IN THEIR COMPLETE APPLICATION SUBMISSION.**