

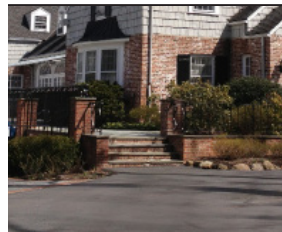
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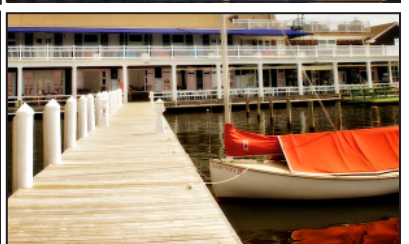
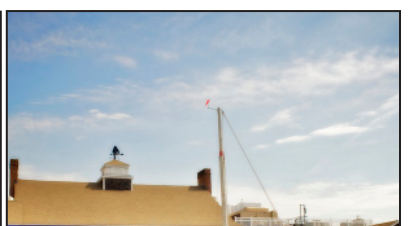
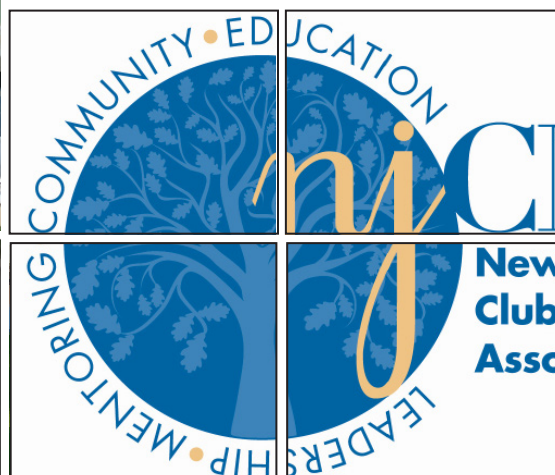
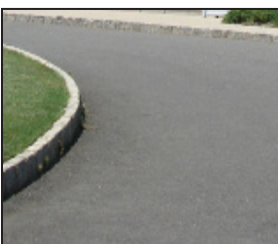
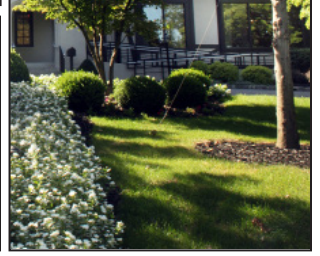
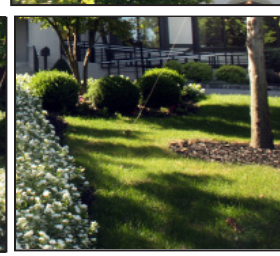
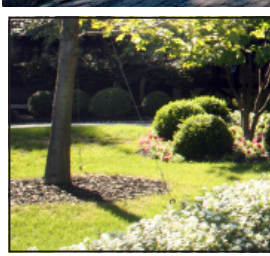
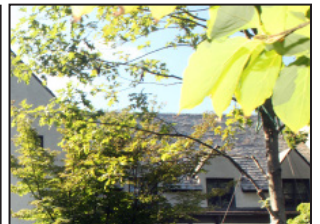
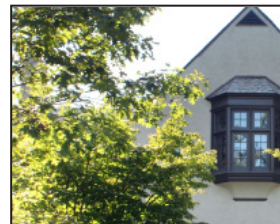
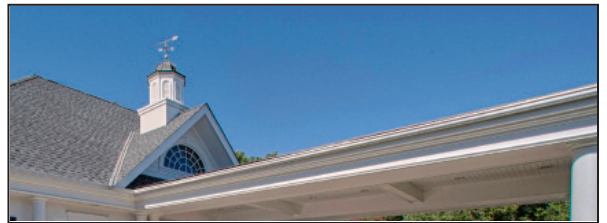


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# NEW JERSEY CLUB INTERNSHIP PROGRAM



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## **OVERVIEW**

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The Club Managers Association of America (CMAA) is a national, professional Association for managers of membership clubs. With close to 6,500 members, manager members run more than 2,500 country, golf, city, athletic, faculty, yacht, town and military clubs throughout the United States.

## **STUDENT MEMBERSHIP AND DEVELOPMENT**

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Undergraduate and/or graduate hospitality management majors enrolled in four-year or two-year accredited colleges or universities are eligible to apply for a CMAA student membership. CMAA recognizes its responsibility to assist students in gaining a better understanding of the club management profession and in selecting a career in this sector of the hospitality industry. There are currently 45 CMAA student chapters and colonies and more than 1,200 student members.

The New Jersey Club Managers Association, a chapter of the Club Managers Association of America, has developed a program entitled NJ Club Internship Program. The Clubs and Club Managers within New Jersey wanted to create a vehicle to attract and retain hospitality management students who were seriously interested in both employment at a private Club and/or interested in a career in the Club Management profession.

## **WHAT IS THE NJ CLUB INTERNSHIP PROGRAM?**

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The NJ Club Internship Program is a program developed by the New Jersey Club Managers Association to link students who attend four-year University Hotel and Restaurant Management Programs with New Jersey Clubs and Club Managers for purposes of potential internship and employment opportunities.

## **WHAT DOES THE NJ CLUB INTERNSHIP PROGRAM OFFER?**

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There are several opportunities and benefits that accrue through the NJ Club Internship Program. These include:

- Opportunities to meet Club Managers and discuss possible employment within the individual Club or the Club Management Industry.
- Intern Program opportunities within individual Clubs.
- Scholarships.



## HOW DO WE GET TO MEET CLUB MANAGERS?

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There are several ways to meet Club Managers. These include the following:

- Involvement in your University's Student Chapter of Club Managers Association of America.
- Club Managers are frequent guest speakers and lecturers at Hospitality Management schools.
- Career Days at Universities with Hospitality Management Programs.
- Through a link at the NJ Club Internship Program, listed in the appendix of this brochure, is a list of Clubs in the New Jersey Chapter who currently participate in this program and would like to hear from you. The Managers of these Clubs realize that summer and full-time employment of students is only realistic if the students live in close proximity to the Club. Some Clubs have housing facilities available.
- Employment at a Club or participation in a Club Intern Program.
- Complete a NJ Club Internship Program application and send it to the Club where you would like to work.

## HOW DOES THE INTERN PROGRAM WORK?

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Several Clubs in New Jersey offer Intern Programs. Each is structured by the individual Manager to provide students with an opportunity to get exposed to multiple facets of Club Management. Internships come in all shapes and forms in the club management profession. To give some parameters and guidance to club managers and students alike, please consider the following types of internships.

**Level 1: Position of Experience Based Internship.** This is an internship where a student is assigned to a basic club job or staff position but is also oriented to a club's culture, tradition and its operations. Usually a short orientation starts the experience and then the student intern is trained in the position and occupies it for a set time period. Good examples of position internships might include: receptionist, wait staff, an activity staffer in a summer children's or youth program or beverage cart attendant.

**Level 2: Rotational Internship.** This is an internship where a student rotates through the various departments in the club, which includes one week in each departmental area, such as: clubhouse dining, culinary operations, golf shop operations, golf and tournament management, pool operations, club accounting and financial reporting, grounds and turf management, membership marketing and services, clubhouse event planning and other areas of club operations specific to your club. Student interns would typically rotate through these club departments and then settle into a specific area for a more in-depth orientation and provide service to the club in the second portion of the internship. These are highly rewarding internships for both the club and the student. This type of internship would typically be engaged in at the second level or during the second or third summer of a four-year program. In some colleges, this is the only type of internship that is considered a "true internship" experience and may be the only one accredited by the college. Academic credit and special project status may be assigned to this type of internship.

**Level 3: Leadership Internship.** This is an internship where a student operates a revenue center for the club and is highly responsible for staffing and providing all operational guidance or leadership in managing this area. This might include the operation of a poolside cafe or operating the cabaña venues at a beach club or running the snack bar on the golf course. This internship is typically considered a third level and is performed during the third or final summer of a college student's four-year program. Candidates seeking this internship are highly experienced students who are ready and able to take on a leadership role and are able to assume full responsibility of an operational area. Academic credit may be earned and a summary report of the experience can be expected.

## **TELL ME ABOUT THE SCHOLARSHIPS THAT ARE AVAILABLE**

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The New Jersey Club Managers Association has developed a scholarship program in an attempt to recognize students who demonstrate a sincere desire through their actions to pursue a career in Club Management. The criteria for scholarships are as follows:

### Four Year College or University Students:

- Active membership and participation in the CMAA Student chapter at the college or university.
- Successful completion of one semester in a 4-year Hotel, Restaurant and Institutional Management program.
- Freshmen and Sophomores must be taking or have completed an introductory course in hospitality. Juniors and Seniors must be taking or have completed a 3-credit course dedicated to Club Management.

### Two Year College Students:

- Active membership in CMAA (National organization) See [www.CMAA.org](http://www.CMAA.org) >Students>Student membership for an application.
- Successful completion of one (1) semester of AD program related to hospitality.

### Two and Four Year College or University Students:

- Proof of part-time or full-time work, or an internship for a minimum of 300 hours within the immediate past 12 months at a club located in New Jersey belonging to the National Club Manager's Association (CMAA).
- Demonstrated academic achievement with a minimum GPA of 2.25 on a 4.0 scale.
- A letter of recommendation from a New Jersey Club Manager.

## **HOW DO I APPLY FOR THE SCHOLARSHIP?**

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- Students who wish to apply for a scholarship should complete the enclosed application or go to [www.njcma.org](http://www.njcma.org) >NJ Club Foundation >Scholarships to download the application.
- Applications and all required information must be received on or before October 1
- Students may apply and be awarded a scholarship more than once.
- Based on availability of funds and merit of applications, the Foundation may award up to four scholarships between \$2500 and \$5000.
- Scholarships will be awarded in November and presented at the New Jersey Club Managers Association's Annual Meeting.
- Completed applications, and other required documents should be mailed to:

**New Jersey Club Foundation Scholarship  
Somerset Hills Country Club  
180 Mine Mount Road  
Bernardsville, NJ 07924  
Att: Elizabeth Fritz-Grant, CCM**

## **WHO CAN I SPEAK WITH ABOUT THE INTERNSHIP PROGRAM?**

Students may call or write the following Club Managers to discuss the  
NJ Club Internship Program:

**Thomas Petruzzello, CCM  
North Jersey Country Club  
594 Hamburg Turnpike  
Wayne, NJ 07470  
862.257.9404  
Fax: 973.942.6696  
Email: [thomasp@northjerseycc.com](mailto:thomasp@northjerseycc.com)**

## **WHO CAN I SPEAK WITH ABOUT THE SCHOLARSHIP PROGRAM?**

Students may call or write the following Club Managers to discuss the  
NJ Club Scholarship Program:

**Cindy Williams, CCM  
Rumson Country Club  
163 Rumson Rd  
Rumson, NJ 07760  
732-842-3333 ext. 139  
Fax: 732.530.0751  
Email: [cindy@rumsoncc.org](mailto:cindy@rumsoncc.org)**



# BALTUSROL GOLF CLUB

201 Shunpike Road  
Springfield, NJ 07081



## CONTACT INFO

**Name:** Brian Baldwin

**Telephone:** 973.921.3712

**Fax:** 973.376.6563

**Email:** [bbaldwin@baltusrol.org](mailto:bbaldwin@baltusrol.org)

## DESCRIPTION OF CLUB

Baltusrol Golf Club, synonymous with championship golf is located in Springfield New Jersey. Baltusrol's two courses have hosted 16 national championships, including seven US Opens and one PGA Championship. The 98th PGA Championship is set to return in 2016. Baltusrol has multiple dining outlets that include a fine dining venue, a casual grill room, and an event space that accomodates up to 250 for a seated dinner.

## INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

## HOUSING ACCOMMODATIONS

Housing is on-site and included with an internship.



## BAY HEAD YACHT CLUB

111 Metcalfe Street  
Bay Head, NJ 08742



### CONTACT INFO

---

**Name:** Holly Bilotti

**Telephone:** 732.899.2000

**Fax:** 732.899.2085

**Email:** [hbilotti@bayheadyachtclub.org](mailto:hbilotti@bayheadyachtclub.org)

### DESCRIPTION OF CLUB

The Bay Head Yacht Club was established on September 8, 1888 “to promote yachting and rowing and to foster athletic sports upon the water”. Bay Head was then emerging as a popular seaside resort that attracted prominent families from Philadelphia and New York. The first clubhouse was built in 1889 on pilings at the head of Barnegat Bay. The modest building was surrounded by marshes and reached from land by boardwalks. In 1893 the clubhouse was moved 100 yards east to its present location and in 1928 the current clubhouse was built to accommodate a growing membership.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

### HOUSING ACCOMMODATIONS

Not Available





## **BROOKLAKE COUNTRY CLUB**

139 Brooklake Road  
Florham Park, NJ 07932



### **CONTACT INFO**

---

**Name:** Andrea Randall

**Telephone:** 973-377-2235

**Fax:** 973-377-9091

**Email:** andrea@brooklakecc.com

### **DESCRIPTION OF CLUB**

Brooklake Country Club is located in Florham Park NJ and features an 18-hole championship golf course. Established in 1921, as Braidburn Country Club, the original layout was designed by renowned Golf Architect Herbert Strong. In 1985, under new ownership, it was renamed Brooklake Country Club and the layout was redesigned under the expertise of Geoffrey Cornish. BCC hosts many golf tournaments and events. Facilities include a beautiful Clubhouse, indoor/outdoor tennis and pool areas, a public catering facility seating up to 350 people as well as three member-only dining rooms. It is in the member dining areas where we would include the level three intern as host/supervisor.

### **INTERNSHIPS AVAILABLE**

Level 1 - Position of Experience Based Internship

Level 2 - Rotational Internship

Level 3 - Leadership Internship

### **HOUSING ACCOMMODATIONS**

To be determined



## CANOE BROOK COUNTRY CLUB

1108 Morris Turnpike  
Summit, NJ 07901



### CONTACT INFO

---

**Name:** Andrew Moore, CCM

**Telephone:** 908.277.0100

**Email:** [amoores@canoebrook.org](mailto:amoores@canoebrook.org)

### DESCRIPTION OF CLUB

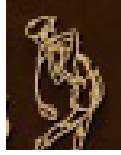
A family-oriented, private country club conveniently located in Union County, New Jersey. We feature two renowned championship golf courses, seven tennis courts, five paddle ball courts and a 25 meter, L-shaped swimming pool. In August of 2015 an extensive clubhouse renovation project was completed, and we now have a beautiful 55,000 square foot clubhouse. It boasts a beautiful grand ballroom, 1901 Tavern & Bar, Wallace Family Dining Room and the Travis Formal Dining Room. We also have 8 guest rooms which have beautiful views of the north golf course. In October of 2015 the third phase of the renovation started and will be completed in early June of 2016. When finished it will include a brand new pool complex, snack bar and fitness center. At Canoe Brook, we take pride in meeting our members every need and exceeding every expectation with exceptional cuisine and the best in member services.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

### HOUSING ACCOMMODATIONS

Not Available



## FIDDLER'S ELBOW COUNTRY CLUB

811 Rattlesnake Bridge Road  
Bedminster, NJ 07921



### CONTACT INFO

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**Name:** Michael Leising, CCM

**Telephone:** 908.669.4313

**Fax:** 908.439.3225

**Email:** [mleising@fiddlerselbowcc.com](mailto:mleising@fiddlerselbowcc.com)

### DESCRIPTION OF CLUB

Fiddler's Elbow Country Club, located in Bedminster Township is New Jersey's largest Private Country Club offering 54 holes of Championship Golf along with fine and casual dining. With Executive Chef Michael Weisshaupt at the helm, Fiddler's Elbow offers four unique restaurants (four kitchens) with one of the most successful F&B programs. The banquet facilities host over 30 weddings a year and accommodate 150 plus golf outings. Recently added, is our two-sided practice facility with over 45 tee boxes to hit from and a full short game practice area, also our new Aquatic Center completing the full country club experience.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 2 - Rotational Internship

Level 3 - Leadership Internship

### HOUSING ACCOMMODATIONS

Two intern houses on property. Located one mile from Clubhouse.



## GREEN BROOK COUNTRY CLUB

100 W. Greenbrook Road  
North Caldwell, NJ 07006



### CONTACT INFO

---

**Name:** Ryan Keenan

**Telephone:** 973.228.1800 Ext. 230

**Fax:** 973.228.0818

**Email:** ryank@greenbrookcc.com

### DESCRIPTION OF CLUB

Green Brook Country Club is a private, member-owned club with an 18 hole golf course, 4 har-tru tennis courts, a swimming pool, and facility to cater events up to 400 people.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 3 - Leadership Internship

### HOUSING ACCOMMODATIONS

Not Available





## HOLLYWOOD GOLF CLUB

510 Roseld Avenue  
Deal, NJ 07723



### CONTACT INFO

---

**Name:** Salil S. Bokil, General Manager

**Telephone:** 732.531.0900

**Fax:** 732.531.3249

**Email:** [sbokil@hollywoodgolfclub.org](mailto:sbokil@hollywoodgolfclub.org)

### DESCRIPTION OF CLUB

Hollywood Golf Club is home to a well renowned championship golf course designed by Walter J. Travis in 1917 and masterfully restored to its original intent by Tom Doak and Renaissance Golf Design in 2014. The Club has hosted numerous golf championships throughout our rich history at the State, Regional, and National level. We are nestled less than a mile from the Atlantic Ocean in the town of Deal, located in Monmouth County, New Jersey. Hollywood Golf Club is a private, member-owned, family friendly club established in 1898. Level 1 internships are available in our Food and Beverage and Tennis department.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

### HOUSING ACCOMMODATIONS

Not Available



## HOPEWELL VALLEY GOLF CLUB

114 Pennington - Hopewell Road  
Hopewell, NJ 08525



### CONTACT INFO

---

**Name:** Mike Attara, GM

**Telephone:** 609.466.3000 Ext. 223

**Fax:** 609.466.9070

**Email:** mattara@hvgc.com

### DESCRIPTION OF CLUB

Private member owned Club founded in 1927. 18 Hole Thomas Winton golf course, pool, tennis, full service clubhouse. HVGC hosts many golf tournaments and social functions. We are a club with a welcoming, casual, friendly membership. Opportunities available in golf and greens operation, clubhouse front and back of the house, and snack bar.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 2 - Rotational Internship

Level 3 - Leadership Internship

### HOUSING ACCOMMODATIONS

Not Available



## INDIAN TRAIL CLUB

830 FRANKLIN LAKE RD,  
FRANKLIN LAKES, NJ 07417



### CONTACT INFO

---

**Name:** Michael Azbill, CCM, CCE

**Telephone:** 201-891-4480 ext. 612

**Email:** mazbill@indiantrailclub.com

### DESCRIPTION OF CLUB

Established in 1959, the Club is situated on mile-long spring-fed Franklin Lake. We are the focal point of the Urban Farms community, located in Franklin Lakes, New Jersey. Indian Trail Club is oriented toward providing families with a facility for relaxation, exercise, recreation and sociability. We offer one of the largest racquet facilities in New Jersey with 15 Har-Tru, two Deco Turf tennis courts, and ten platform tennis courts. We present a wide variety of dining experiences served in a welcoming, sophisticated atmosphere. The newly renovated Lake House, formerly a colonial barn, is used for Club events and catered banquets. Members can enjoy the exclusive McBride House. Inside you will find a casual restaurant, bar and lounge, snack bar, fitness room, locker rooms, and an activity room. Our Swim Complex offers a 25-meter swimming pool, an open area for leisurely dips, and a baby pool. The property also offers sailing, fishing, softball, basketball, volleyball, and summer camp. We pride ourselves on our spectacular landscape, exquisite cuisine, and attentive service.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 3 - Leadership Internship

### HOUSING ACCOMMODATIONS

Not Available



## KNICKERBOCKER COUNTRY CLUB

188 Knickerbocker Road  
Tenafly, NJ 07670



### CONTACT INFO

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**Name:** Gavin Inglis, CCM, CCE / Rod Clement

**Telephone:** 201.568.1460 Ext. 214 / 212

**Fax:** 201.568.0026

**Email:** gbi@knickerbocker.cc / rclement@knickerbocker.cc

### DESCRIPTION OF CLUB

Full amenity family oriented private club; golf, pool, tennis, paddle tennis. Attractive clubhouse with two bar/grill rooms, a formal living room and a large dining room primarily used for functions. Halfway house at 10th tee and pool cafe at swimming pool.

Internship is to manage Pool Cafe for the season. Approximately: May 19 - September 7

### INTERNSHIPS AVAILABLE

Level 3 - Leadership Internship

### HOUSING ACCOMMODATIONS

Available





# LAUREL CREEK COUNTRY CLUB

701 Centerton Road  
Mt. Laurel, NJ 08054



## CONTACT INFO

---

**Name:** Meredith Otero, Director of Membership

**Telephone:** 865-234-7663

**Email:** motero@laurelcreek.org

## DESCRIPTION OF CLUB

18-hole Championship Course & Practice Facilities, Aquatics (25 meter salt-water swimming pool & food/beverage Cabana), Tennis (4 HAR-TRU Courts), Fitness Facility, Multiple Indoor/Outdoor, formal and casual dining areas. Social, Golf & Tennis Events, Youth Programs. Open 12 months for golf/dining/events.

## INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 3 - Leadership Internship

## HOUSING ACCOMMODATIONS

To be determined.



## MANASQUAN RIVER GOLF CLUB

843 Riverview Drive  
Brielle, NJ 08730



### CONTACT INFO

---

**Name:** Ryan Brennan, CCM

**Telephone:** 732.528.6500

**Fax:** 732.223.5115

**Email:** ryan@mrgc.com

### DESCRIPTION OF CLUB

The Manasquan River Golf Club is a 94 year old, 675 member private club located on the Jersey Shore in Brielle, New Jersey. The Clubhouse has a formal dining room seating 150, a mixed grill seating 60, a Riverview Grill seating 100, and a Riverview terrace (seasonal) seating 125, along with two private meetings rooms and a beautiful tavern. The Club is in excellent financial condition with annual revenues exceeding \$6 million. Food and beverage sales total \$2.5 million. Manasquan River Golf club has a very active golf and social membership and would provide an excellent opportunity for a training ground in all aspects of the business. The golf course, designed by Robert White, is considered one of the most unique and picturesque in the state, with 12 holes resembling a parkland-style course with tree-lined rolling hills and the other six holes located along the Manasquan River, being flat like a links-style course. The course is currently undergoing a long-range plan to preserve the original design and improve the bunkers and tees.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

### HOUSING ACCOMMODATIONS

Not Available



## METEDECONK NATIONAL GOLF CLUB

50 Hannah Hill Road  
Jackson, NJ 08527



### CONTACT INFO

**Name:** Christine Ventura, Assistant Manager

**Telephone:** 732.928.0111

**Fax:** 732.833.0909

**Email:** [chrisv@metedeconk.org](mailto:chrisv@metedeconk.org)

### DESCRIPTION OF CLUB

Nestled in the upper region of the New Jersey Pinelands, atop one of the highest spots in central New Jersey is Metedeconk National Golf Club. The private, 27-hole facility was designed by world-renowned golf course architects Robert Trent Jones, Sr. and Roger Rulewich.

The Club was created as a golfing oasis, a departure from the hustle and bustle of New York City and Philadelphia, each of which is within one hour's drive from the Club. Natural use of the terrain coupled with the natural beauty of the 700+ acre facility, has created a special golfing environment, with focus solely resting on golf. Conditioning and course layout are second to none in the Metropolitan area, making Metedeconk synonymous with visual intimidation and pristine conditions. The Course was recently recognized as one of the top 100 modern courses in the country and its magnificent practice facility is often recognized as one of the best in the country.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 3 - Leadership Internship

### HOUSING ACCOMMODATIONS

Not Available



## **METUCHEN GOLF & COUNTRY CLUB**

244 Plainfield Road  
Edison, NJ 08820



### **CONTACT INFO**

---

**Name:** Joseph E. Kuntar, GM/COO

**Telephone:** 732.548.4980 Ext. 228

**Fax:** 732.548.9863

**Email:** [jkuntar@mgccgolf.us.com](mailto:jkuntar@mgccgolf.us.com)

### **DESCRIPTION OF CLUB**

Established in 1915, MGCC is a full service, family oriented, private country club. Nestled in the heart of Edison it is known for it's outstanding food, service and golf facilities.

### **INTERNSHIPS AVAILABLE**

Level 1 - Position of Experience Based Internship

Level 3 - Leadership Internship

### **HOUSING ACCOMMODATIONS**

Not Available





## MORRIS COUNTY GOLF CLUB

36 Punch Bowl Road  
Morristown, NJ 07960



### CONTACT INFO

---

**Name:** Jaclyn Graziano

**Telephone:** 973.539.7200 Ext. 140

**Fax:** 973.993.8249

**Email:** [jgraziano@morriscgcl.com](mailto:jgraziano@morriscgcl.com)

### DESCRIPTION OF CLUB

Morris County Golf Club is recognized as the regions's foremost private golf and family club. The venerable club, founded in 1984 and open to members and their guests, features an 18-hole, par 70 course on 150 acres. The course has 6, 522 yards of golf from the championship tees with a rating of 71.6 and a slope of 129. Greens tees and fairways consist of bentgrass maintained at a championship. The course also features a practice putting green, a driving range (renovated 2011) and a short game area. Club facilities include a beautiful Clubhouse, a swimming pool and fully stocked Golf and Racquet Pro Shops. Tennis and racquet courts complete the athletic facilities. Fine cuisine and casual dining all year round, under the aegis of Chef Thomas McNellis, are featured in the Club's elegant Main Dining Room, Terrace Grill and Pub Room. Resort style pool renovated in 2011 offers full dining experience pool side where we will include the new hired intern as a new seasonal manager.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 3 - Leadership Internship

### HOUSING ACCOMMODATIONS

Not Available



## NORTH JERSEY COUNTRY CLUB

594 Hamburg Turnpike  
Wayne, NJ 07470



### CONTACT INFO

---

**Name:** Samantha Marra, Food and Beverage Manager

**Telephone:** 862.257.9408

**Fax:** 973.942.6696

**Email:** [smarra@northjerseycc.com](mailto:smarra@northjerseycc.com)

### DESCRIPTION OF CLUB

North Jersey Country Club, the fifth oldest private club, was founded in 1895. The Club is situated on 300 forested acres in Wayne, New Jersey, and is only 20 miles west of New York City. North Jersey is renowned for our 30,000 sq. ft. newly renovated Tudor Style Clubhouse and our Walter Travis-designed golf course. North Jersey Country Club stands out as a special place where families can enjoy premium recreation and social amenities. The Club is a true family experience.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 3 - Leadership Internship

### HOUSING ACCOMMODATIONS

Housing is available on property at no cost to collegiate interns.



## **PARK AVENUE CLUB**

184 Park Avenue  
Florham Park, NJ 07932



### **CONTACT INFO**

---

**Name:** Troy Titus, Director of Catering & Operations

**Telephone:** 973.301.8233

**Fax:** 973.301.2348

**Email:** [ttitus@parkavenueclub.com](mailto:ttitus@parkavenueclub.com)

### **DESCRIPTION OF CLUB**

City Club: Located next door to New York Jets Practice Facility. The club has over 1100 dues paying members. The average age of membership is 54 years old. The club consists of approximately 65% corporate memberships who either live or work within a 15 mile radius. Park Avenue Club is unique in that the sole purpose of its existence is to provide essential support to 11 charities through its relationship with Park Avenue Foundation. The club is known for its cuisine and high standard of service.

### **INTERNSHIPS AVAILABLE**

Level 2 - Rotational Internship

### **HOUSING ACCOMMODATIONS**

Not Available



## PLAINFIELD COUNTRY CLUB

1591 Woodland Ave.  
Edison, NJ 08820



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### CONTACT INFO

**Name:** Brent Merrill, CCM

**Telephone:** 908.769.3646

**Fax:** 908.757.0040

**Email:** [brentm@plainfieldcc.com](mailto:brentm@plainfieldcc.com)

### DESCRIPTION OF CLUB

Plainfield Country Club is a prestigious Member owned private country club who just celebrated its 125th anniversary and is located 45 minutes west of New York City. . Plainfield is ranked 25th in the U.S. by Golfweek and 72nd in the U.S. and 2nd in New Jersey by Golf Digest Magazine. The club offers regular member dining 6 days a week for lunch and dinner and several Monday golf outings. The selected individuals will receive experience in every facet of banquet service, Al a carte dining, golf outing production, accounting, inventory and ordering. Additional rotations through the halfway house, pool and snack bar operations are daily and will be available as well. Interns will be able to learn and experience these operations thus gaining a thorough understanding of the country club business. Longer term employment can be considered. Limited housing is available and is complimentary.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 2 - Rotational Internship

### HOUSING ACCOMMODATIONS

Housing is available





## **PREAKNESS HILLS COUNTRY CLUB**

1050 Ratzer Road  
Wayne, NJ 07470



### **CONTACT INFO**

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**Name:** James Messina

**Telephone:** 973.694.2200

**Email:** [jmessina@preaknesshills.org](mailto:jmessina@preaknesshills.org)

### **DESCRIPTION OF CLUB**

A hidden gem since 1926 located just 30 minutes outside of mid-town Manhattan. Member owned facility offering a beautifully maintained 18 hole golf course, 6 Har-Tru tennis courts, multiple pools, men's and women's fitness centers, kids activities program, and extensive dining and catering space. Preakness Hills provides it's 200 members with warm and welcoming exclusivity.

### **INTERNSHIPS AVAILABLE**

Level 1 - Position of Experience Based Internship

Level 3 - Leadership Internship

### **HOUSING ACCOMMODATIONS**

Not Available



## ROYCE BROOK GOLF CLUB

201 Hamilton Road  
Hillsborough Township, NJ 08844



### CONTACT INFO

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**Name:** Bruce Grundlock

**Telephone:** 908.904.0499

**Fax:** 908.281.0914

**Email:** [bgrundlock@roycebrook.com](mailto:bgrundlock@roycebrook.com)

### DESCRIPTION OF CLUB

Royce Brook is a 36-hole golf facility located in the heart of Somerset County. Royce Brook can offer you and your family any type of event to remember. For further information go to [RoyceBrook.com](http://RoyceBrook.com)

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 2 - Rotational Internship

Level 3 - Leadership Internship

### HOUSING ACCOMMODATIONS

Not Available



## **RUMSON COUNTRY CLUB**

163 Rumson Road  
Rumson, NJ 07760



### **CONTACT INFO**

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**Name:** Cindy Williams, CCM

**Telephone:** 732.842.3333 Ext. 139

**Fax:** 732.530.0751

**Email:** [cindy@rumsoncc.org](mailto:cindy@rumsoncc.org)

### **DESCRIPTION OF CLUB**

Rumson Country Club is a club of tradition, founded in 1908, with a long and distinguished history. It is a member-owned, exclusive, family oriented club, on the New Jersey Shore, with 450 member families. The average member age is 62. The gross dollar operating volume is \$6 million including the annual dues volume at \$3.5 million, restaurant revenues of \$1.5 million and \$1 million in sport activity and miscellaneous revenues.

### **INTERNSHIPS AVAILABLE**

Rumson CC seeks energetic, service oriented, career minded individuals to assist in the management of its seasonal operations in the dining room, and pool house facilities.

### **HOUSING ACCOMMODATIONS**

The Club will provide rooming in the main clubhouse as well as dormitory style housing located on the property for internship candidates.



## SHORT HILLS CLUB

9-37 Lake Shore Drive  
Short Hills, NJ 07078



### CONTACT INFO

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**Name:** Andrew Curtis, CCM, CCE, CMP

**Telephone:** 973.379.3100

**Fax:** 973.379.1083

**Email:** GM@shorthillsclub.org

### DESCRIPTION OF CLUB

The Short Hills Club is a family-oriented, private club located in the heart of Short Hills. Situated on 15 beautifully wooded acres overlooking South Pond, the Club's facilities include seven Har-Tru tennis courts, five heated and lit platform tennis courts, two international squash courts, a beautiful and modern pool complex, a complete racquets pro shop and professional staff, and a variety of dining facilities (Casual, Al la Carte, Private Party). Founded in 1875, we are the second oldest tennis club in the United States. We have a membership of approximately three hundred families.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 2 - Rotational Internship

Level 3 - Leadership Internship

### HOUSING ACCOMMODATIONS

Not Available





## SOMERSET HILLS COUNTRY CLUB

180 Mine Mount Road  
Bernardsville, NJ 07924



### CONTACT INFO

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**Name:** Mary Ellen Rudon, Clubhouse Manager / Carolina Thompson, Assistant Clubhouse Manager

**Telephone:** 908.766.0043

**Fax:** 908.766.1748

**Email:** [maryellen@somersetcc.org](mailto:maryellen@somersetcc.org) / [carolina@somersetcc.org](mailto:carolina@somersetcc.org)

### DESCRIPTION OF CLUB

This 117 year-old club, with a low-key, yet prestigious membership (430 families), offers a unique intern setting. It is located just outside New York City in the beautiful Somerset County Hills. This 18-hole golf course, designed by A. H. Tillinghast is a top 100 golf course in the United States and the world. In addition, tennis abounds on the eight grass and five har-tru courts.

The club serves meals six days per week, Tuesday through Sunday, in the dining room, on the terrace, and in the grill. In addition, the club hosts private affairs and Monday golf outings. Annual revenue in Food & Beverage operation is just over \$1,000,000.

Interns have the advantage of seeing many areas of the operation, as it is small and permits exposure to a broad range of experiences. The areas of exposure include food service (front and back of house), beverage service, and locker, administrative, tennis, and golf operations.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 2 - Rotational Internship

### HOUSING ACCOMMODATIONS

Not Available



## SPRING BROOK COUNTRY CLUB

9 Spring Brook Road  
Morristown, NJ 07960



### CONTACT INFO

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**Name:** David Bachman, CCM, CCE

**Telephone:** 973.539.6660

**Fax:** 973.539.3809

**Email:** dbachman@springbrookcc.net

### DESCRIPTION OF CLUB

Spring Brook Country Club was incorporated in 1921 by a group of Morristown business and professional men. It sits on approximately 180 acres of land located in Morristown, NJ. The club consists of an 18 hole championship golf course, a 28,000 square foot clubhouse, a brand new Pool Pavilion, a half-way house, Tennis Hut, Golf Pro shop and several greens maintenance buildings. There are just under 500 members in all categories, with golf members making up the majority of the membership. The club does \$7 million annually in revenue, and employees up to 120 in season.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

### HOUSING ACCOMMODATIONS

Not Available



## **SPRING LAKE GOLF CLUB**

901 Warren Avenue  
Spring Lake Heights, NJ 07762



### **CONTACT INFO**

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**Name:** Karl Habib, CCM

**Telephone:** 732.449.8100

**Fax:** 732.449.0401

**Email:** karl@springlakegolfclub.net

### **DESCRIPTION OF CLUB**

Historic 1898 Golf Club located on the Jersey Shore. Golf Course designed by George C. Thomas and A. W. Tillinghast. Major clubhouse renovation and expansion completed in 2008. Excellent opportunity for interns looking to enhance their careers in the club management industry.

### **INTERNSHIPS AVAILABLE**

Level 1 - Position of Experience Based Internship

Level 2 - Rotational Internship

### **HOUSING ACCOMMODATIONS**

Not Available



## TRUMP NATIONAL GOLF CLUB

900 Lamington Road  
Bedminster, NJ 07921



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### CONTACT INFO

**Name:** Andrew Kiser

**Telephone:** 908.212.0225

**Fax:** 908.212.0243

**Email:** akiser@trumpnational.com

### DESCRIPTION OF CLUB

Trump National Golf Club Bedminster, while young by club standards is rich in history. The land was formerly the DeLorean Estate and prior to that the Cowperthwaite Estate at Lamington Farm. The centerpiece of the property is a 1939 Georgian Revival mansion that has been transformed into a beautifully historic clubhouse. The club has two 18-hole championship golf courses upon 525 acres in Somerset County, NJ. The “Old Course” was designed by world renowned architect Tom Fazio and the “New Course” by his nephew Tom Fazio II. The “Old Course” and Trump National Bedminster have recently been selected by the USGA to host the 2017 Women’s U.S. Open. Only a 45 minute ride west of New York City the property has many resort like amenities for its members and guests. The newest edition to the club is the 14,000 sq. ft. men’s locker room and grill room which opened in March, 2013. The property also features a 16 acre practice facility, tennis courts, a basketball court, as well as a pool complex with full service restaurant. Around the pool are 5 cottages and 11 suites for member accommodations, as well as a fitness center and conference center. For member dining the clubhouse offers 4 dining location options, including a terrace overlooking the “Old Course” and newly constructed members only grill room set to open in March of 2014. In addition, the clubhouse holds a 300+ capacity ballroom for catered events.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 2 - Rotational Internship

### HOUSING ACCOMMODATIONS

Not Available

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## UPPER MONTCLAIR COUNTRY CLUB

177 Hepburn Road  
Clifton, NJ 07012



### CONTACT INFO

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**Name:** Diana Mandl

**Telephone:** 973.779.7505 Ext. 115

**Fax:** 973.779.0240

**Email:** dmandl@uppermontclaircc.com

### DESCRIPTION OF CLUB

Upper Montclair Country Club is a member-owned private Golf Club located only 12 miles from midtown Manhattan in Clifton, New Jersey. The facilities include a 27 hole Championship golf course, halfway house and course stations, fine dining and banquet facilities. We have been working with interns for 5 seasons and were able to offer them positions in different areas of the F&B and with different capacity. In 2013, we hosted 14 J-1 students from overseas and we will continue the exchange program this year.

### INTERNSHIPS AVAILABLE

Level 1 - Position of Experience Based Internship

Level 3 - Leadership Internship

### HOUSING ACCOMMODATIONS

We do not provide housing. However with our J-1 program we have an established relationship with the apartment complex across from the Club and would be happy to help find a place to live during the internship period.

## NEW JERSEY CLUB FOUNDATION PARTICIPATING CLUBS

### **Baltusrol Golf Club**

201 Shunpike Road  
Springfield, NJ 07081

### **Knickerbocker Country Club**

188 Knickerbocker Road  
Tenafly, NJ 07670

### **Bayhead Yacht Club**

111 Metcalfe Street  
Bay Head, NJ 08742

### **Lake Valhalla Club**

13 Vista Road  
Montville, NJ 07045

### **Brooklake Country Club**

139 Brooklake Road  
Florham Park, NJ 07932

### **Laurel Creek Country Club**

701 Centerton Road  
Mt. Laurel, NJ 08054

### **Canoe Brook Country Club**

1108 Morris Turnpike  
Summit, NJ 07901

### **Manasquan River Golf Club**

843 Riverview Drive  
Brielle, NJ 08730

### **Fiddler's Elbow Country Club**

811 Rattlesnake Bridge Road  
Bedminster, NJ 07921

### **Metedeconk National Golf Club**

50 Hannah Hill Road  
Jackson, NJ 08527

### **Green Brook Country Club**

100 W. Greenbrook Road  
North Caldwell, NJ 07006

### **Metuchen Golf & Country Club**

244 Plainfield Road  
Edison, NJ 08820

### **Hollywood Golf Club**

510 Roseld Avenue  
Deal, NJ 07723

### **Morris County Golf Club**

36 Punch Bowl Road  
Morristown, NJ 07960

### **Hopewell Valley Golf Club**

114 Pennington - Hopewell Road  
Hopewell, NJ 08525

### **North Jersey Country Club**

594 Hamburg Turnpike  
Wayne, NJ 07470

### **Indian Trail Club**

830 Franklin Lake Road  
Franklin Lakes, NJ 07417

### **Park Avenue Club**

184 Park Avenue  
Florham Park, NJ 07932

### **Plainfield Country Club**

1591 Woodland Ave.  
Edison, NJ 08820

**Preakness Hills Country Club**

1050 Ratzer Road

Wayne, NJ 07470

**Royce Brook Golf Club**

201 Hamilton Road

Hillsborough Township, NJ 08844

**Rumson Country Club**

163 Rumson Road

Rumson, NJ 07760

**Short Hill Club**

9-37 Lake Shore Drive

Short Hills, NJ 07078

**Somerset Hills Country Club**

180 Mine Mount Road

Bernardsville, NJ 07924

**Spring Brook Country Club**

9 Spring Brook Road

Morristown, NJ 07960

**Spring Lake Golf Club**

901 Warren Avenue

Spring Lake Heights, NJ 07762

**Trump National Golf Club**

900 Lamington Road

Bedminster, NJ 07921

**Upper Montclair Country Club**

177 Hepburn Road

Clifton, NJ 07012



## New Jersey Club Foundation Clubworks Student Scholarship Program

Since 1996, The New Jersey Club Foundation has provided scholarships to recognize students who have demonstrated a sincere desire through their actions to pursue a career in Club Management.

### SCHOLARSHIP AWARDS

Each academic year, the NJCF may award up to four scholarships between \$2500 and \$5000, (based on the availability of funds and merit of applications). Scholarship awards will be made at the recommendation of the Selection Committee and approval of The New Jersey Club Foundation Board. The scholarship award will be made in November at the NJCMA's Annual Meeting.

### WHO SHOULD APPLY?

Any student who is actively seeking a career in the private club industry and is currently attending an accredited, four - year College or University, may apply.

### CRITERIA

1. Active membership and participation in the CMAA Student chapter at their college or university.
2. Proof of part time or full time work, or an internship for a minimum of 300 hours at a club located in New Jersey belonging to the National Club Manager's Association (CMAA) in the immediate past 12 months.
3. Demonstrate academic achievement with a minimum GPA of 2.25 on a 4.0 scale.
4. Freshman and Sophomores must be taking or have completed an introductory course in hospitality. Juniors and Seniors must be taking or have completed a 3 credit course dedicated to Club Management.
5. Successful completion of one semester in a 4-year Hotel, Restaurant and Institutional Management program.

### APPLICATION REQUIREMENTS

To apply for The New Jersey Clubworks Scholarship, you must provide the following:

- ☐ Complete and submit an official application by October 1st.
- ☐ Letter(s) of recommendation from a New Jersey club manager
- ☐ Letter(s) of recommendation from a CMAA Student Chapter Advisor
- ☐ Current resume
- ☐ Write an essay (Maximum 1000 words) addressing the following components:
  1. Your career objectives
  2. What has motivated you to pursue a career in club management?
  3. Why do you think you will succeed as a club manager?
  4. What specific knowledge, skills and abilities are important for a career in club management
  5. Your specific involvement in CMAA activities and the private club industry.
  6. Why you feel that you should be a New Jersey Clubworks Scholarship recipient.
- ☐ Attach a copy of your official college transcript(s) to the completed application. If a transcript for the current semester is not readily available, send transcripts from previous semester(s) and indicate that the current transcript will follow.

### SEND TO:

NEW JERSEY CLUB FOUNDATION  
C/o Somerset Hills Country Club  
Attn: Liz Fritz-Grant, CCM  
180 Mine Mount Road  
Bernardsville, NJ 07924  
Phone (908) 766-0043  
FAX (908) 766-1748





# Club Works Scholarship Application

**APPLICATION FILING DEADLINE IS OCTOBER 1ST**

**Student Name:** \_\_\_\_\_  
(Last) (First) (Middle Initial)

**Permanent Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_  
**CMAA Student Member:** ☐ Yes ☐ No  
**CMAA Member Id Number:** \_\_\_\_\_  
(If applicable)

## EDUCATION INFORMATION

**Name of college/university you are currently attending:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Major:** \_\_\_\_\_  
**Minor:** \_\_\_\_\_  
**When did you enter this school?** \_\_\_\_\_

**Current Year of Study:**  
☐ Freshman ☐ Sophomore  
☐ Junior ☐ Senior  
**What is your cumulative GPA?** \_\_\_\_\_

**List other colleges, universities and/or technical schools attended:**

	Name and Location	Graduated	Major	Minor	Dates Attended	GPA
1)	_____	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____	_____



## EXTRA CURRICULAR ACTIVITIES

List any CMAA activities, leadership activities, student organizations, hobbies, special recognitions, etc.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

## EMPLOYMENT INFORMATION

Start with your most recent position. If more space is needed, continue on a separate sheet.

Have you had any employment experience in a **New Jersey** private club? ☐ Yes ☐ No

- |                    |                                      |
|--------------------|--------------------------------------|
| 1) Job Title _____ | Dates (mo/yr) _____ To (mo/yr) _____ |
| Employer _____     | Club Manager/Supervisor _____        |
| Address _____      |                                      |
| _____              |                                      |
| _____              |                                      |
| _____              |                                      |
| 2) Job Title _____ | Dates (mo/yr) _____ To (mo/yr) _____ |
| Employer _____     | Club Manager/Supervisor _____        |
| Address _____      |                                      |
| _____              |                                      |
| _____              |                                      |
| _____              |                                      |
| 3) Job Title _____ | Dates (mo/yr) _____ To (mo/yr) _____ |
| Employer _____     | Club Manager/Supervisor _____        |
| Address _____      |                                      |
| _____              |                                      |
| _____              |                                      |
| _____              |                                      |

List all positions held in the hospitality industry to date:

- |          |          |
|----------|----------|
| 1) _____ | 6) _____ |
| 2) _____ | 7) _____ |
| 3) _____ | 8) _____ |
| 4) _____ | 9) _____ |

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

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



# CLUB MANAGER RECOMMENDATION FORM

Dear Club Manager:

The student named below is applying for a scholarship from The New Jersey Club Foundation and is seeking your recommendation as required by the Foundation's program criteria. Please type your recommendation on the club's letterhead, staple it to this recommendation form and return to The NJ Club Foundation by **October 1st**. ***Please note that we do not consider applications complete unless we receive the appropriate recommendation form and letter 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 applicant?
- 3) Would the applicant make a good employee?
- 4) What is his/her potential for advancement in the club management field?

## SCHOLARSHIP APPLICANT SECTION

Scholarship Applicant Name: \_\_\_\_\_

A student 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.

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

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

## CLUB MANAGER SECTION

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Manager Signature: \_\_\_\_\_

**IF THE STUDENT HAS WAIVED HIS/HER RIGHT TO SEE THIS RECOMMENDATION,  
PLEASE SUBMIT THIS FORM AND RECOMMENDATION LETTER TO:**

**The New Jersey Club Foundation**

c/o Somerset Hills Country Club

Attn: Liz Fritz-Grant, CCM

180 Mine Mount Road

Bernardsville, NJ 07924

Phone (908) 766-0043 / Fax (908) 766-1748



# ADVISOR RECOMMENDATION FORM

Dear Advisor:

The student named below is applying for a scholarship from The New Jersey Club Foundation and is seeking your recommendation as required by the Foundation's program criteria. Please type your recommendation on department letterhead, staple it to this recommendation form and return to The Club Foundation by **October 1st**. ***Please note that we do not consider applications complete unless we receive the appropriate recommendation form and letter 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 applicant?
- 3) What is the applicant's academic performance?
- 4) Please describe the student's level of participation in your student chapter.

## SCHOLARSHIP APPLICANT SECTION

Scholarship Applicant's Name: \_\_\_\_\_

A student 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.

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

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

## ADVISOR SECTION

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

University/College: \_\_\_\_\_

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

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

**IF THE STUDENT HAS WAIVED HIS/HER RIGHT TO SEE THIS RECOMMENDATION,  
PLEASE SUBMIT THIS FORM AND RECOMMENDATION LETTER TO:**

The New Jersey Club Foundation  
C/o Somerset Hills Country Club  
Attn: Liz Fritz-Grant, CCM  
180 Mine Mount Road  
Bernardsville, NJ 07924  
Phone (908) 766-0043 / Fax (908) 766-1748