



## NEW JERSEY CLUB FOUNDATION SCHOLARSHIP

Dear NJCMA Members:

Congratulations for taking this important step toward furthering your education within Club Management.

Please find the BMI certification application you requested. **It must be completed in its entirety for the Foundation Board to consider your scholarship request. It may be submitted up to one year in advance, but at least 120 days prior your scheduled BMI class.** Once the application is completed, the Foundation Board will review your application at its quarterly meeting, to determine if you have met the qualifications for the scholarship.

- The policy of the New Jersey Club Foundation is to provide a maximum of \$15,000 annually
- Scholarships will also be available for all CMAA Scholarship Recipients, receiving complimentary BMI registration. These scholarships will provide reimbursement for travel-related expenses up to \$1,000.

**In addition to being active, the Foundation Board takes into consideration; years in the chapter and activity in the chapter (refer to list of criteria attached).** Scholarships are awarded at the rate of full tuition and only upon successful completion of the course; travel and housing expenses are not included. Scholarships include BMI Club Management, BMI Leadership Principles, BMI General Manager/COO, BMI Tactical Leadership, BMI Strategic Leadership, BMI Golf Management, BMI Food & Beverage, BMI International, BMI Sports & Recreation and the CCM Review Course.

In order to be reimbursed, you will be required to submit proof of successful completion of the BMI and a receipt showing the amount paid for tuition. If approved, the Foundation will reimburse your Club for the tuition expense.

**CMAA Cancellation Policy (in affect as of October 31st 2018):** Cancellation or transfer of said registration will be accepted with no penalty until 90 days prior to the start of a BMI program. Any change, cancellation or transfer between 61-90 days from the start of a BMI program will be subject to a 10 percent penalty per registration. Any change, cancellation or transfer 31-60 days prior to the beginning of a BMI program will be subject to a 25 percent penalty per registration. No refund will be given for cancellation nor will transfer be allowed after 5:00 p.m. Eastern time 30 days prior to the start of a program. In the event of a job change to a new club/facility, the cancellation penalty will be waived only if CMAA is able to fill the vacated seat.

If you have any questions or to submit a scholarship request, please do not hesitate to contact:

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BMI Scholarship Chair

## APPLICATION FOR BMI AND CCM CERTIFICATION SCHOLARSHIP

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

Membership Number: \_\_\_\_\_ Membership Status: \_\_\_\_\_

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

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

Club Phone: \_\_\_\_\_

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

Year Joined CMAA: \_\_\_\_\_

Years in the New Jersey Chapter: \_\_\_\_\_

Applying for BMI or CCM Review Course:

Check One	Name of Course
<input type="checkbox"/>	BMI Club Management (Formerly BMI I)
<input type="checkbox"/>	BMI Leadership Principles (Formerly BMI II)
<input type="checkbox"/>	BMI General Manager/COO (Formerly BMI III)
<input type="checkbox"/>	BMI Tactical Leadership (Formerly BMI IV)
<input type="checkbox"/>	BMI Strategic Leadership (Formerly BMI V)
<input type="checkbox"/>	BMI Golf Management
<input type="checkbox"/>	BMI Food & Beverage
<input type="checkbox"/>	BMI International
<input type="checkbox"/>	BMI Sports & Recreation
<input type="checkbox"/>	Certification Review Course & CCM Exam

### PART I

Please explain why you are requesting this scholarship in paragraph form. Please include your goals and future plans for your career, your involvement in CMAA and why you are involved in the chapter and this industry.

### PART II

Please provide a list of your activities from the criteria attached and any other relevant information for the committee to consider.

### PART III

Club President or General Manager Endorsement: Please ask your Club President or General Manager for a written endorsement for you to apply for an education scholarship for either a BMI or CCM certification course. Please include years of service, ethics, and goals at the Club.



## **New Jersey Club Foundation**

### **Purpose**

The purpose of the New Jersey Club Foundation ("NJCF") is to support educational programs for club managers and assistant managers to further the club management profession; to provide financial assistance to individuals interested in the club and hospitality fields creating a greater awareness of professional opportunities; to promote the club management profession through local and national academic programs.

### **Code of Responsibility for Recipients of Scholarships**

#### **Adherence to the CMAA Code of Ethics**

We believe the management of clubs is an honorable calling. It shall be incumbent upon club managers to be knowledgeable in the application of sound principles in the management of clubs, with ample opportunity to keep abreast of current practices and procedures. We are convinced that the Club Managers Association of America best represents these interests and, as members thereof, subscribe to the following Code of Ethics.

We will uphold the best traditions of club management through adherence to sound business principles. By our behavior and demeanor, we shall set an example for our employees and will assist our club officers in securing the utmost in efficient and successful club operations.

We will consistently promote the recognition and esteem of club management as a profession and conduct our personal and business affairs in a manner to reflect capability and integrity. We will always honor our contractual employment obligations.

We shall promote community and civic affairs by maintaining good relations with the public sector to the extent possible within the limits of our clubs' demands. We will strive to advance our knowledge and abilities as club managers and willingly share with other Association members the lessons of our experience and knowledge gained by supporting and participating in our local chapter and the National Association's educational meetings and seminars.

We will not permit ourselves to be subsidized or compromised by any interest doing business with our clubs. We will refrain from initiating, directly or through an agent, any communications with a director, member or employee of another club regarding its affairs without the prior knowledge of the manager thereof, if it has a manager.

We will advise the National Headquarters, whenever possible, regarding managerial openings at clubs that come to our attention. We will do all within our power to assist our fellow club managers in pursuit of their professional goals. We shall not be deterred from compliance with the law, as it applies to our clubs. We shall provide our club officers and trustees with specifics of federal, state and local laws, statutes and regulations to avoid punitive action and costly litigation.

We deem it our duty to report to local or national officers any willful violations of the CMAA Code of Ethics.

### **Additional Criteria for Scholarships**

The strength and value of CMAA is its members. Participation in local and national association events creates camaraderie enhancing the educational and networking opportunities for the entire membership. To apply for a NJCF Scholarship you must be a member in good standing in CMAA and NJCMA. The success of the local chapter relies heavily upon member participation, volunteer contributions. The scholarship committee would expect to see a reasonable contribution by applicants in each of these categories as their career progresses and as they apply for additional BMI Scholarships.

### **Participation**

- Minimum of three (3) local chapter events attended within the last 12 months
- Attend National Conference
- Attend Mid-Manager Conference
- Host a local chapter meeting or event at your club
- Submit an Idea Fair entry for the National Conference

### **Volunteer or Contribute**

- Serve on the national or local Board of Directors
- Serve on a national or local committee
- Serve on the Trade Show committee (direct fundraising for NJCF scholarships)
- Contribute an auction item to the New Jersey Club Foundation Golf Tournament, or Trade Show
- Donate an auction item to the Wine Auction or CF Auction at National Conference
- Donate to the national CF or the NJCF

### **Pay it Forward**

- Mentor an Assistant Manager
- Mentor a student
- Hire/mentor an intern
- Write a reference letter for a student or intern for their scholarship application
- Speak to a hospitality class
- Host student tour of your club
- Serve as a Chapter Ambassador to welcome new members to the chapter

Note: The above items are suggestions and other items and factors may be taken into consideration when reviewing applications and scholarships.