



# New Jersey Club Foundation 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 to full or part time students, (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, in the immediate past 12 months, at a club located in New Jersey belonging to the National Club Manager's Association (CMAA).
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:

1. Complete and submit an official application by October 1st.
2. Letter(s) of recommendation from the New Jersey club manager for whom you worked
3. Letter(s) of recommendation from a CMAA Student Chapter Advisor
4. Current resume
5. An essay (Maximum 1000 words) addressing the following components:
  - Your career objectives
  - What has motivated you to pursue a career in club management?
  - Why do you think you will succeed as a club manager?
  - What specific knowledge, skills and abilities are important for a career in club management
  - Your specific involvement in CMAA activities and the private club industry.
  - Why you feel that you should be a New Jersey Club Foundation Student Scholarship recipient.
6. Include a copy of your most recent **sealed official college transcript(s)** in the completed application package.

**Please collect all documents yourself in one package and mail in time for deadline.**

## **SEND TO:**

**NEW JERSEY CLUB FOUNDATION**  
c/o Metuchen G & CC  
Attn: Joseph Kuntar  
244 Plainfield Road  
Edison, NJ 08820  
Phone (732) 548-4980



# NJ Club Foundation Student Scholarship Application

**APPLICATION FILING DEADLINE IS OCTOBER 1ST**

**Student Name:**

\_\_\_\_\_  
(Last)

\_\_\_\_\_  
(First)

\_\_\_\_\_  
(Middle Initial)

**Permanent Mailing Address:**

**Phone:**

**E-mail Address:**

**Student ID #**

**CMAA Member  
ID Number:**

**CMAA Student Member:** ☐ Yes ☐ No

## EDUCATION INFORMATION

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

**School Address:**

**Major:**

**Minor:**

**When did you enter this school?**

**Current Year of Study:**

**What is your cumulative GPA?**

- ☐ Freshman ☐ Sophomore  
☐ Junior ☐ Senior

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

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 student so that (s)he can submit all documents in time for deadline on **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: \_\_\_\_\_



# 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 student so that (s)he can submit all documents in time for deadline on **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: \_\_\_\_\_