

2014 KATHY PRUDEN MEMORIAL IFMA SCHOLARSHIP

Dear Applicant:

This letter is an invitation to you to apply for the annual \$2500.00 scholarship, which will be awarded by the West Michigan Chapter of the International Facility Management Association. The Kathy Pruden Memorial IFMA Scholarship is named in the memory of Kathy who was past president of the West Michigan Chapter and who lost a valiant battle against cancer seventeen years ago.

Each year the chapter selects the student deemed most deserving of this award and celebrates the event at special monthly chapter meeting. This is the only annual dinner meeting and it is the time that we award the scholarship and celebrate with its winner. The award meeting will be held during the third week of March in West Michigan.

In the application kit you will find an application form and directions on what else is required in the application process. Once all applications are received, they will be reviewed and evaluated by the West Michigan Chapter's scholarship committee using a predetermined set of scoring criteria. The application with the highest score is the winner so be sure that all required materials are sent.

If you have any questions about the scholarship application process, please call KC Mitchell at 616-893-4104

Completed applications must be postmarked by March 22, 2014. Please send all application materials to:

KC Mitchell CFM
Kathy Pruden Memorial IFMA Scholarship
8037 Grove DR
Jenison, MI 49428

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Students have sole responsibility for ensuring accuracy and compliance. Any variance from requirements will be cause for disqualification. No hand written applications will be accepted. Decisions of the scholarship judges are final. Applicants will be notified of results by mail or email. No telephone calls please.

Eligibility

Eligibility requirements for all undergraduate applicants

All applicants:

- Must be a full time undergraduate student as defined by your university at the time of submitting the application and at the time of receiving the scholarship.
- Must be enrolled in a facility management (or related field) degree program in an accredited four-year Bachelor (undergraduate) program.
- Undergraduate students must have completed two years of university studies to be eligible for consideration.
- May not be employed full time.

Must have a minimum Grade Point Average (GPA) of 3.2

Please provide all information available, make sure to indicate which address, phone number and email address you prefer to use as your primary contact data

All information must be TYPED – No handwritten responses will be accepted

Hint for completing the rest of this form:

Discriminate between what demonstrates leadership, versus achievements, versus FM related activities and so forth.

Achievements/Accomplishments

Please list any awards or honors you have received as well as any notable accomplishments. They don't have to be FM related.

List those instances when you have excelled in a leadership role; be specific.

Involvement in Facility Management Related Activities

Please describe your facility management related activities or experiences. This should include any IFMA activities or experiences, employment and FM academic project courses.

Definition of Facility Management

Please describe in your own words what "facility management" is and how you see FM being used in the normal flow of business.

Letter of Professional Intent

Please attach a letter of professional intent describing your short and long-term career goals in facility management or related field. Please do not describe what you have done, but what you plan to do in your FM career. Please limit your essay to 250-500 words.

Resume

Please attach a copy of your resume. The document should include your work history, and notable accomplishments. List the principal jobs you have held, including military service, in chronological order with the most recent job first. Include the name of each organization, your title/position, a description of responsibilities and period of employment.

Limit - 2 pages.

Letter of Recommendation

Please ask your most recent employer or the organization where you had your most recent internship to write a letter recommending you for a scholarship. The correspondence should highlight performance characteristics that demonstrate your FM skills and potential future success in the profession. If the recommendation is submitted via email, it must come from the evaluators email account. If submitted via hard-copy, the evaluation must be personally signed by the evaluator. An unsigned recommendation will invalidate your scholarship application.

Please list your expected recommender below.

Name (Last, First)	Title	Organization

Please find the Letter of Recommendation form attached and forward the attached document to the person you've asked to provide the Letter of Recommendation.

Please send your completed application to:

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Jenison, MI 49428

Applications must be post-marked by: Saturday March 22, 2014

Judging Guidelines

Achievement (1-20 points) – this is an academic scholarship based on an applicant's merit rather than need, therefore evaluation of this portion should focus on the academic achievements.

Leadership (1-20 points) – leadership qualities are important for success at the professional level.

Facility Management Involvement (1-10 points) – refers to any activity or participation related to facility management; focus on facility related employment as well as Association involvement (i.e. IFMA) is a good indication of the student's commitment to the profession, but is not required to receive a high score.

Definition of Facility Management (1-10 points) - Please describe in your own words what "facility management" is and how you see FM being used in the normal flow of business.

Letter of Professional Intent (1-20 points) – conveys a student's professional goals as well as indicating the strength of his/her communication skills.

Resume (1-10 points) – a necessary business tool for the "real world" and provides a condensed history of the student's life activities.

Recommendation (1–10 points) - the letter of recommendation must be from their most recent employer or internship. The letter should highlight performance characteristics that demonstrate his/her FM skills and potential for future success in the profession. The recommendation is required in order to be eligible for a scholarship.

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Confidential Student Appraisal (2 required)

Please return by March 22, 2014

Name of Applicant: _____

I have known this applicant for _____ years.

COMMENTS ON THE CANDIDATE:

Why would this student be deserving of this scholarship?

What indications have you seen of this candidate's involvement in or dedication to facility management as a profession such as career-related activities, jobs, professional organizations, volunteerism, etc.?

What personal and practical skills does this person have that would make him/her a good facility management professional?

What awards, special accomplishments or special recognition's of this candidate demonstrate his/her excellence academically, personally or professionally?

Why do you think this candidate will contribute to the practices and profession of facility management, in particular, with regard to the physical environment?

Additional comments on the candidate:

Appraiser's Signature: _____

Print Name: _____

Position: _____

Institution: _____

Date: _____

Please mail this completed form directly to:

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