



**Scholarship Application Package**  
*For High School and Undergraduate Student Applicants*

## South / Central Texas CMAA Foundation Scholarships

The South / Central Texas Chapter of the Construction Management Association of America (SCTXCMAA) awards a limited number of scholarships to qualified students to help them defray the costs of pursuing a degree in Construction Management or a related degree program. The number of scholarships and the amounts of the scholarships will vary from year to year, commensurate with the number of applications. Potential scholarship awards generally range from \$1,000 to \$5,000.

### Eligibility Criteria

1. Must be a graduating high school senior or have completed a minimum of one full academic year of undergraduate studies (including the current semester), and must have a minimum of one full academic year of undergraduate studies remaining prior to completing the degree being pursued. Priority is given to students living in or attending schools within the SCTXCMAA Chapter's geographical area.
2. Must be intending to major in or already be enrolled in a Construction Management degree program, or other CM-related degree program, and show a strong interest in a career in CM, as demonstrated by a response to the essay question in the application package. CM-related majors include Architecture, Engineering, and other majors as approved by the SCTXCMAA Chapter

**NOTE: *Incomplete applications will not be considered. The application and all associated attachments must be submitted electronically. Hard copies of transcripts, essays, and recommendations must be scanned and sent electronically. Hard copy applications and attachments will not be considered.***

### SCTXCMAA Chapter Scholarship Application Process

Scholarship applications should be submitted electronically to the SCTXCMAA chapter at [sctxcmaa.scholarship@gmail.com](mailto:sctxcmaa.scholarship@gmail.com).

1. See the timetable below for submission dates:
  - a. Applications will be available through the Chapter website: <https://sctxcmaa.org/Scholarships>
  - b. Applications will be accepted throughout the summer.
  - c. Scholarship awards will be considered on or about May 15<sup>th</sup>, June 15<sup>th</sup>, and July 15<sup>th</sup>.
  - d. Recipients will be recognized at the SCTXCMAA Annual Scholarship Clay Shooting Classic in September at Joshua Creek Ranch (recipients are encouraged, but not required to attend), or as otherwise coordinated.

## **SCTX Chapter Scholarship Review Process**

1. The SCTXCMAA scholarship selection committee will review all complete applications received from the online submittals and make its recommendations to the SCTXCMAA Board of Directors for approval. Selected winners will be notified in the Summer.
2. Scholarship check delivery will be coordinated with each winner.

## **SCTXCMAA Chapter Selection Criteria**

The SCTXCMAA scholarship selection committee will consider the following in selecting winners of the chapter scholarships:

- Academic performance: 40%
- Essay on future plans and scholarship interest: 20%
- Recommendation of teacher, faculty advisor, employer, etc.: 15%
- Extracurricular activities: 20%
- Member of Construction Careers Academy or Science, Technology, & Engineering (STEM) Program: 5% (high school only)
- Member of Student CMAA Chapter: 5% (undergraduate only)

## **Helpful Hints**

- All sections of the application, including the Application Checklist, must be completed in full and submitted electronically. An application submitted that omits any section or is not signed will be disqualified from consideration.
- The response to the essay must be typed. Be sure to check spelling and grammar carefully. Please remember that your application will be scanned and electronically disseminated to the selection committee; presentation is important.
- The subject line of your email when submitting should include your last name and school name. Please submit one email containing all completed application sections in a single PDF document, including the transcripts, but excluding the Advisor's portion, as that goes directly to the Chapter.
- Applications received with several individual pieces will be returned for consolidation.
- Please keep a copy of your complete application package and request proof of electronic delivery. The returned proof of delivery will serve as verification that your application has been received. No additional notification will be provided.
- Good luck!



### Scholarship Application Checklist

To be considered for an SCTXCMAA scholarship, you must complete the following checklist and include it with the application submission, which is to be forwarded electronically as one PDF document, except for the Advisor's portion.

- Completed **all** sections of the application packet, including:
  - General Information
  - Academic Information, including Current Academic Schedule
  - Included an unofficial or official transcript from each school attended for undergraduate and/or graduate credit, in plenty of time to meet the application submission deadline.

Please supply the following information related to transcripts:

School Name(s)

Date of Transcript Request

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- Extracurricular Activities
- Employment (If applicable)
- One Essay on Future Plans and Scholarship Interest
- Distributed the evaluation/recommendation form to your academic or faculty advisor and let your advisor know that the completed form and one-page statement must be submitted directly to the Chapter electronically OR include an evaluation/recommendation with this application.
- Proofed the spelling, grammar, and presentation of the application. Signed and dated the application package.
- Made a copy of the completed application package.
- Emailed the application with your last name and school name in the email subject line. Obtained electronic proof of delivery.



### General Information

<b>Year of Application</b>	
<b>First Name</b>	
<b>Last Name</b>	
<b>Birth Date</b>	
<b>Permanent: Street Address</b>	
<b>City</b>	
<b>State/Province</b>	
<b>Postal Code</b>	
<b>Country</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Current High School/ College/University: Name</b>	
<b>School Address</b>	
<b>City</b>	
<b>State/Province</b>	
<b>Postal Code</b>	
<b>Phone Number</b>	
<b>CMAA Member?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>CMAA Regional Chapter Affiliation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
<b>CMAA Student Chapter Affiliation or High School Construction Careers, or STEM Academy</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
<b>CMIT?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Previous CMAA Foundation Scholarship Recipient?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?

**Academic Information**

<b>Student Classification for Which You Are Seeking This Scholarship?</b>	<input type="checkbox"/> High School <input type="checkbox"/> Undergraduate
<b>Student Classification at Time of Application, i.e., High School Senior, 3<sup>rd</sup> year undergraduate, etc.</b>	
<b>Type of Degree Sought, i.e., High School, B.S.</b>	
<b>Anticipated Graduation Date</b>	
<b>Cumulative GPA</b>	
<b>Major Field of Study</b>	
<b>GPA in Major (college only) School</b>	
<b>Minor (or Concentration) Field of Study</b>	

**Please list the names, locations, and dates of enrollment for any other colleges or universities you attended while seeking your current degree.**

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**Please list all academic honors and awards you've received (you may attach additional pages).**

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**Current Academic Schedule and Transcripts**

Please attach your current academic schedule. You also must include a transcript from each school you have attended for undergraduate credit. Unofficial transcripts are acceptable, but official transcripts may be requested by SCTXCMAA before scholarships are distributed.

Both the current academic schedule and transcript(s) must be scanned from originals or provided electronically. Application packages will not be considered complete unless the current academic schedule and transcript(s) are included in the PDF.



**Extracurricular Activities**

Please list any extracurricular activities you consider significant, beginning with the most recent and working backward chronologically. Emphasis will be given during judging on activities connected to the CM industry. Do not list every detail about every position or activity. Rather, provide a general sense of your responsibilities and commitment. Attach additional sheets containing other extracurricular activities if necessary.

<b>1. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>2. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>3. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>4. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	



### Employment

If applicable, please enter information regarding your most recent employment. Attach additional sheets containing other employment if necessary.

<b>1. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			
<b>Hours Per Week</b>			
<b>2. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			
<b>Hours Per Week</b>			
<b>3. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			
<b>Hours Per Week</b>			



## Essay

Applicants must submit one original essay, addressing both of the following topics, to be considered for a scholarship. Please do not exceed two (2) **typed** single-spaced pages (use Times New Roman, 12 font).

**1. Future Plans**

Please tell us why you are interested in a career in Construction Management.

**AND**

**2. Scholarship Interest**

Please explain to the Chapter scholarship committee why you should receive an SCTXCMAA scholarship.

## Applicant Signature

*By submitting this application package for an SCTXCMAA scholarship, I certify that the information contained herein is accurate and factual to the best of my knowledge.*

*Also, I acknowledge that all decisions of the scholarship committee are final.*

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



### Academic/Faculty Advisor Evaluation Form & Recommendation Statement

NOTE TO THE APPLICANT: Fill in the first portion of this form before giving it to your advisor.

<b>Applicant's Full Name</b>	
<b>High School/ College/University Name</b>	
<b>Department</b>	
<b>Teacher or Faculty Advisor's Full Name</b>	

**NOTE TO ADVISOR:** The applicant wishes to be considered for an SCTXCMAA scholarship application, which is not complete without your evaluation. You are encouraged to give frank statements regarding the applicant's ability to complete his/her work and a prospective future in Construction Management (CM) or a CM-related field. The judges would appreciate knowing about specific intellectual abilities and accomplishments. The judges consider this evaluation and recommendation statement to be of great importance and weigh it up to 15% of the total score. If you wish for the evaluation/recommendation to remain confidential, send this form along with the **one-page** recommendation statement electronically to [sctxcmaa.scholarship@gmail.com](mailto:sctxcmaa.scholarship@gmail.com). In the subject line, identify the student's last name and school name. Otherwise, provide the evaluation/recommendation to the student for submission with the application. If you have any questions, please call Dawn M. Vernon, SCTXCMAA President, at (210) 494-7223, Ext. 232 or Sylvestre Torres, PE, SCTXCMAA Director of Scholarships at (210) 510-0888.

<b>How long have you known this student?</b>		<b>In what capacity?</b>				
<b>How often do you see this student?</b>						
<b>Please place an "X" in the appropriate cell.</b>	<b>Poor</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Superior</b>	
<b>Cooperation</b>						
<b>Courtesy</b>						
<b>Dependability</b>						
<b>Industriousness</b>						
<b>Initiative</b>						
<b>Maturity</b>						
<b>Ability to identify &amp; achieve goals</b>						
<b>Self-Discipline</b>						
<b>Advisor's Full Name</b>						
<b>Position</b>						
<b>Organization</b>						
<b>Email</b>			<b>Phone</b>			
<b>Date</b>						