



Sally Burns Rambo Scholarship

FY2019 APPLICATION GUIDELINES

The Club Foundation • 1733 King Street • Alexandria, VA 22314

The Club Foundation

The Club Foundation, a non-profit charitable organization was established by CMAA in 1988 to raise funds to financially support the professional development of club managers through education, research and charitable initiatives. As a mentor and role model, Sally Burns Rambo, CCM, was a pioneer who paved the way for the success of countless club industry leaders. To honor her memory and the legacy that she created, this scholarship provides financial support to female club managers interested in furthering their professional development.

Scholarship Awards

The Club Foundation will award scholarships annually, based on the availability of funds and merit of application. This scholarship may be used for the tuition cost to your choice of one of the CMAA Business Management Institute (BMI) courses or the Certification Review Course and up to \$1,000 in travel expenses (travel and lodging only).

Scholarship awards will be granted based on recommendations made by The Club Foundation Allocation Committee and approved by The Club Foundation Board of Governors.

WHO SHOULD APPLY

Candidates must be a female currently working in the club industry, a current member of CMAA, and must have been a Professional member of CMAA for a minimum of 3 years.

Application Requirements

To apply for the Sally Burns Rambo Scholarship, you must do all of the following:

1. Visit our Web site at www.clubfoundation.org to download an official application. Scholarship applications are due to The Club Foundation by **September 1**.
2. Include a letter of recommendation from the general manager at your club. In the event the general manager is the applicant, then the recommendation letter should come from the club president.
3. Include a letter of recommendation from a **Board Member** of your local CMAA chapter.
4. Enclose a copy of your current resume.
5. Write an essay (between 500-1000 words) addressing the following:
 - a. What are your career objectives within the club industry?
 - b. Sally Burns Rambo, CCM was a role model for many within the club industry. Please discuss someone you consider to be a role model and the characteristics or attributes they demonstrate that inspire you.
6. **Please Note:** All applications, essays and other required attachments must be typed. Any application that does not meet all of the requirements listed above will not be considered.
7. Please Submit on a single-sided paper only with no staples.

Restrictions

The scholarship only applies to programs/courses not yet taken and must be used within 18 months.



SALLY BURNS RAMBOSCHOLARSHIP FY2019 APPLICATION

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GENERAL INFORMATION

Name: _____ Member ID#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Chapter: _____ Total number of years of experience in a club
(include all positions) _____

EMPLOYMENT INFORMATION

Current Employer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ FAX: _____

Title: _____ Number of years at club: _____

Supervisor's Name: _____ Title: _____

Previous Employer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ FAX: _____

Title: _____ Number of years at club: _____

Supervisor's Name: _____ Title: _____

EDUCATION INFORMATION

Name of Institution/Location	Number of Years Completed	Degree Earned?	Major Field of Study
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Y <input type="checkbox"/> N	

EDUCATION BUDGET

What is your club's total budget allocation for education and how do you personally benefit from that allocation?

ESSAY

Please attach a 500 – 1,000 word essay, in which you address the following areas:

- a. What are your career objectives within the club industry?
- b. Sally Burns Rambo, CCM was a role model for many within the club industry. Please discuss someone you consider to be a role model and the characteristics or attributes they demonstrate that inspire you.

Please submit this application and all required attachments and recommendations to The Club Foundation no later than **September 1st**.

Applicant Signature: _____ Date: _____



GENERAL MANAGER or CLUB PRESIDENT RECOMMENDATION

Dear Club Manager/President:

The candidate named below is applying for a Sally Burns Rambo Scholarship from The Club Foundation and is seeking your recommendation as required by the Foundation's program criteria. Please type your recommendation on club letterhead, staple it to this recommendation form and return it to your candidate. Please note that the candidate must submit their complete application to The Club Foundation by September 1st. **Applications are not considered complete unless the appropriate recommendation forms and letters are included with the application packet 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:

- 1) How long and under what circumstances have you known the candidate?
- 2) Why are you recommending the candidate?
- 3) What is the candidate's leadership philosophy?

CANDIDATE SECTION

Candidate Name: _____

A candidate 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.

Candidate Signature: _____

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

GENERAL MANAGER SECTION

Name: _____

Club Name: _____

Address: _____

Signature: _____

**PLEASE RETURN THIS FORM AND YOUR RECOMMENDATION LETTER TO THE
CANDIDATE TO BE INCLUDED IN THEIR COMPLETE APPLICATION SUBMISSION.**



CHAPTER BOARD MEMBER RECOMMENDATION FORM

Dear CMAA Chapter Board Member:

The candidate named below is applying for a Sally Burns Rambo Scholarship from The Club Foundation and is seeking your recommendation as required by the Foundation's program criteria. Please type your recommendation on club letterhead, staple it to this recommendation form and return it to your candidate. Please note that the candidate must submit their complete application to The Club Foundation by **September 1st. Applications are not considered complete unless the appropriate recommendation forms and letters are included with the application packet 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 candidate?
- 2) Why are you recommending the candidate?

CANDIDATE SECTION

Candidate Name: _____

A candidate 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.

Candidate Signature: _____

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

CMAA Chapter Board Member SECTION

Name: _____

Local Chapter: _____

Chapter Board _____

Position: _____

Signature: _____

PLEASE RETURN THIS FORM AND YOUR RECOMMENDATION LETTER TO THE CANDIDATE TO BE INCLUDED IN THEIR COMPLETE APPLICATION SUBMISSION.