

**APPLICATION FORM**  
**KANSAS CITY IFMA SCHOLARSHIP**  
(Page one of two to be completed and returned by applicant.)

**Instructions:**

The attached **application form** (pages one and two) and the **letter of professional intent** are to be completed by the applicant and forwarded to the submittal email address. A current resume (prepared by the applicant) must be sent with the application.

It is the responsibility of the applicant to make arrangements for one copy of his or her **official transcript** to arrive at the submittal email address in compliance with the application deadline.

The applicant is also responsible for two completed **appraisals** (one copy each) to arrive at the submittal email address in compliance with the application deadline.

Supplementary information may also be submitted with the application. However, supplementary information must be concise and relevant. Supplementary information that includes samples of portfolio work (not an entire portfolio) are acceptable, but not necessary. Supplemental information should be sent in an Adobe .PDF file.

**PERSONAL INFORMATION:**

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

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

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

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

College/Univ.: \_\_\_\_\_

Dept. Program: \_\_\_\_\_

Telephone: \_\_\_\_\_

Year in school: \_\_\_\_\_

*Note: Communication with applicants will generally be via e-mail.*

**EDUCATION:** List schools in chronological order.

Institution	Date from / to	Degree	Major	GPA*
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*If GPA was not calculated on a four point scale (A=4 B=3, C=2 D=1), please convert to a four point scale using the following formula:  $GPA = 4 A / B$  where (A = your GPA) at the institution attended, and (B= numerical value) of the highest grade attainable at that institution.

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**EMPLOYMENT:** List principal jobs you have held.

Organization	Title or Position	Date Employed
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EXCELLENCE AND INVOLVEMENT:** List examples of your achievements and potential. (See selection criteria)

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**APPRAISAL:** Please ask two people who know you well to complete and email the appraisal forms to the address above, before the application deadline. (See selection criteria.)

Appraisal forms will be submitted by:

Name	Title	Institution or Organization
_____	_____	_____
_____	_____	_____
_____	_____	_____

**LETTER OF PROFESSIONAL INTENT:** The selection committee realizes that not all Kansas City IFMA Scholar applicants will be enrolled in a facility management curriculum or classes, nor will they necessarily become professional facility managers after graduation. However, a variety of disciplines are representative of the field. Regardless of their academic background, successful facility managers share several overall objectives that include: management and communication skills, problem solving, the ability to provide and maintain workplace effectiveness, an awareness of workplace trends and technology, and dedication to professional ethics and values. How does your understanding of facility management tie to your career goals? Please reference the criteria page of this application form for the scholarship purpose and share your perspective in your two to four page letter of intent. A checklist has been attached for your convenience.

## **CHECKLIST**

### **KANSAS CITY IFMA SCHOLARSHIP APPLICATION**

This worksheet is to be used by the applicant when organizing and submitting scholarship application materials.

- Ask your faculty advisor, or someone who knows you well to help you review your completed application material for clarity and completeness. Check for spelling, grammar, and appearance.
- With regard to the April 30th submittal deadline:
  - Make transcript request arrangements early.
  - Contact your selected appraisers early.
    - ... Seek their cooperation.
    - ... Provide the appraisal form.
    - ... Provide the email address.

(Materials received after the submittal date may not reach committee members in time to be considered with your application.)

- Include your completed application form (pages one and two).
- Include your professional letter of intent and resume.
- Please provide items in .PDF format if possible.
- Use the correct email address for your application material, transcript, and appraiser's responses:

**SUBMITTAL EMAIL ADDRESS:** [KcifmaScholarshipChair@gmail.com](mailto:KcifmaScholarshipChair@gmail.com)

Note: Please submit in .PDF format if possible.

Questions about the application process may be directed to:

KCIFMA Scholarship Chair via email, [KcifmascholarshipChair@gmail.com](mailto:KcifmascholarshipChair@gmail.com)

**Your participation is appreciated**

**May you have success in your career!**

**APPRAISAL FORM**  
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(Applications must be received no later than April 30<sup>th</sup>)

**SUBMITTAL EMAIL ADDRESS:** [KcifmaScholarshipChair@gmail.com](mailto:KcifmaScholarshipChair@gmail.com)

Note: Please submit in .PDF format if possible.

Questions regarding the application materials may be directed to:  
KCIFMA Scholarship Committee Chair via email, [KcifmaScholarshipChair@gmail.com](mailto:KcifmaScholarshipChair@gmail.com)

**Name of applicant:** \_\_\_\_\_

**I have known this applicant for \_\_\_\_\_ years.**

**Why is this applicant deserving of this scholarship?**

**What indications have you seen of the applicant's awareness and understanding of concepts and issues of facility management, and how he or she may apply academic experiences in this field?**

**What personal and practical skills does the applicant possess that would make him or her a good facility management professional?**

## APPRAISAL FORM

(page 2)

**What distinguishes this applicant's potential to achieve and excel in the field of facility management, e.g.: dedication to professionalism, professional association memberships, internships, special projects outside of classes, exceptional performance on course projects, awards, honors, scholarships, etc.?**

**What professional role or possible contributions to the practice and profession of facility management do you foresee in the applicant several years after graduation from college?**

**Additional comments about the applicant:**

**Appraiser's signature:**

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**Printed name:**

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**Position or Title:**

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**Institution or organization:**

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**Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

This form and any supplemental sheets are to be completed by the applicant's selected appraiser and emailed to IFMA.

**Thank you for your participation in the Kansas City IFMA Chapter Scholarship Program.**