



2010 Chapter CI 101 Scholarship Program Guidelines/Responsibilities

Background

The Chapter 101 Scholarship Program is designed to promote the CCIM designation on a broad basis and to increase the visibility of the chapters. Through the Chapter CI 101 Scholarship, the Education Foundation awards an \$845 voucher toward the cost of completing CI 101: Financial Analysis for Commercial Real Estate. The scholarship **must** be used within the calendar year of the award.

For 2010, the Education Foundation will be maintaining the current level of scholarship allocations by chapter, with a minimum allocation of two scholarships. To view the distribution chart, visit: http://www.ccimef.org/101_scholarships.html.

Scholarship Value

Chapter scholarships are partial scholarships. While the Education Foundation of the CCIM Institute reduces the final cost for CI 101 Chapter Scholarship recipients, **ALL recipients are responsible for a \$295 course fee at the point of registration - no exceptions!** The Chapter may elect to cover this portion through direct reimbursement to the recipient upon receipt of the course confirmation.

Eligibility

The Chapter CI 101 Scholarship Application must be used to evaluate scholarship applicants. If the Foundation receives any applications from applicants directly, those applications will be forwarded to the local Foundation Liaison/Chapter Scholarship contact.

Deadline for Submission to Chapters

Candidates submit applications directly to chapters by October 1, 2009 for the 2010 program.

Deadline for Submission to Foundation from Chapters

Final candidate information packets are due to the Education Foundation by November 1, 2009.

Each Chapter should mail (in a complete packet) the following information to the Education Foundation for review:

1. Finalists' scholarship applications with required documentation (current resume, three professional references and typed letter).

2. A completed Scholarship Recipient Profile for each recipient. (Form can be found at: http://www.ccimef.org/101_scholarships.html)

NOTE: Any chapter not submitting complete documentation will cause a delay in the notification process for its recipients. **NO ELECTRONIC MATERIALS WILL BE ACCEPTED.** All materials must be submitted via US mail to:

Education Foundation of the CCIM Institute
ATTN: CI 101 Scholarships
430 N. Michigan Ave. - Suite 801
Chicago, IL 60611

Notification/Use of Scholarship

The foundation will contact each scholarship recipient regarding registration beginning November 20, 2009. All 2010 scholarship recipients must be registered for their courses by March 31, 2010. Scholarships apply to in-class instruction only for CI 101 (not applicable to challenge exams or online courses).

Chapter Requirements

Chapters promote the scholarship program on their respective websites, at all Chapter events, local real estate programs, local universities and through your local NAR board.

Select scholarship recipients that enhance the visibility and significance of the scholarship. Chapters should:

- Assign a Foundation liaison to be the primary point of contact with the Education Foundation and the scholarship committee.
- Present the scholarship at a regular chapter function (**AFTER** receipt of confirmation from the foundation). Provide photos and summary of presentation to foundation.
- Invite scholarship recipient to attend chapter programs for a year at no cost (to the extent this is financially feasible for the chapter).
- Assign a mentor for each scholarship recipient: provide career advice, help with job/internship placement, guide recipient through CCIM designee process

Selection Criteria

The selection shall primarily be based on merit, including the following factors:

- Commitment to a real estate or allied industry career
- Communication skills
- Civic and community activities
- History of employment
- Personal and professional references