

COMMUNITY ASSOCIATIONS INSTITUTE
San Diego Chapter

Inspiring Excellence in Community Management



**EDUCATION SCHOLARSHIP
APPLICATION PACKAGE**

COMMUNITY ASSOCIATIONS INSTITUTE
SAN DIEGO CHAPTER

EDUCATION SCHOLARSHIP

Community managers are the professional backbone of the communities they serve, providing the knowledge and expertise that is crucial to the successful management and operation of associations.

The mission of the San Diego Chapter of Community Associations Institute Education Scholarship is to support CAI members in their pursuit of education and professional development opportunities who would otherwise not be able to do so on their own.

The CAI San Diego Education Scholarship Fund was established in 2007 to provide CAI members with access to top-level education courses and programs. The scholarship will benefit those individuals who are currently members of CAI and have been working in the community management industry for at least 6 months.

The San Diego Chapter of CAI may award several scholarships each year for PMDP Courses to CAI (Manager) members who have worked in the CID industry for at least 6 months. The scholarship is to be used toward the cost of any CAI sponsored PMDP course only and does not include travel or accommodation expenses. 25 % will be paid upfront; the remaining 25% upon proof of successful completion of the PMDP Course. Hardship cases will be evaluated by the CAI Board of Directors. **Exam re-test fees are not covered by scholarship funds.**

SCHOLARSHIP FUNDS ELIGIBILITY

Scholarship eligibility is based on the following criteria:

- Must be a member of CAI San Diego
- Must have worked as a CID Manager for at least 6 months
- Must have actively participated on any CAI San Diego Committee for a minimum of 6 months prior to application*
- Must provide proof that employer’s policy does not provide for tuition reimbursement for education or professional development opportunities. (Partial employer tuition reimbursement will be considered).
- Must not receive duplicate tuition reimbursement from employer
- Must include a letter of recommendation from your employer (see *Scholarship Application* section below).

SCHOLARSHIP APPLICATION

To apply for a scholarship, submit a completed Applicant Information Form and a letter of recommendation from your employer (please include a current business card if possible), along with an essay of qualifications for consideration of the committee. Essay should be no longer than 250 words.

SCHOLARSHIP SELECTION CRITERIA

The Manager Education Scholarship Committee determines each award primarily on the merit of the completed application packet. The Manager Education Scholarship Committee consists of members of the Board of Directors of the San Diego Chapter of Community Associations Institute and/or the Manager Designation Committee. In order to qualify for the scholarship, the educational expenses must not be employer assisted.

Please submit 3 industry references (other than your employer) from Board Members or Business Partners that we may contact if necessary.

Inspiring Excellence in Community Management

***I have read and agreed to the above guidelines and procedures
for this Educational Scholarship:***

Name _____

Signature _____

Date _____

**COMMUNITY ASSOCIATIONS INSTITUTE
SAN DIEGO CHAPTER**

EDUCATION SCHOLARSHIP

Application Information Form

Each Scholarship Application Form Must Include

- Application Information Form
- Employer Letter of Recommendation
- 3 industry references

Name: _____

Job

Title: _____

Company: _____

Address: _____

Phone: _____ E-Mail: _____

PMDP Course number, date and location you are requesting funds for:

CAI San Diego Chapter Committee involvement (please list committee name(s) and date(s)) _____

Please list previously attended courses or seminars related to the management of common interest

developments: _____

3 Industry References

Name _____

Company/HOA _____

Person's title: _____

Phone Number: _____ Email _____

Name _____

Company/HOA _____

Person's title: _____

Phone Number: _____ Email _____

Name _____

Company/HOA _____

Person's title: _____

Phone Number: _____ Email _____

Mail application to: San Diego Chapter - Community Association Institute
1081 Camino del Rio South, Ste. 109
San Diego, CA 92108
Or Fax to: 619/299-1377

The scholarship is for the cost of the course only and does not include travel or accommodation expenses. **Please keep a copy of this completed application for your records, and return both pages to CAI San Diego.**