

The Jack Stevens, CPM® Scholarship
Criteria and Procedures

PURPOSE

Thanks to the generosity of many IREM® members and friends and family of Jack Stevens, CPM® IREM® Oregon-Columbia River Chapter No. 29 is proud to award scholarships to deserving real estate professionals in the memory of Jack Stevens, CPM®.

ADMINISTRATION AND AUTHORITY

The administration of this program is conducted by the IREM® Oregon-Columbia River Chapter No. 29 Scholarship Committee, which has complete and final authority and sole discretion to confer or revoke the Jack Stevens, CPM® Scholarship Program. Scholarship awards shall be designated for CPM® designation CORE courses that are provided by the IREM® Oregon-Columbia River Chapter No. 29 IREM® and instructor courses. Applications will be evaluated on a first-come-first-served basis with awards given annually.

ELIGIBILITY

To be eligible for the Jack Stevens, CPM® Scholarship, the applicant must:

- Be a citizen of the United States
- Live or work in the jurisdiction of the IREM® Oregon-Columbia River Chapter No. 29
- Seek a career in the field of real estate management or be employed in the field of real estate management
- Complete the attached application form and submit the following:
 - A letter of support from the applicant's current or former employer which clearly states the achievements of the applicant and why the applicant deserves to be awarded the Jack Stevens, CPM® Scholarship
 - Should the applicant not be employed, a reference letter from a *designated* IREM® member *and* a reference letter from a personal friend or relative who can confirm the applicants' intentions towards earning the CPM® designation and the applicants' commitment to seeking a career in real estate management
 - A letter from the applicant which clearly states the applicants' career objectives and how the scholarship will help the applicant reach those goals. The letter should include the applicants anticipated timeline for becoming a CPM®.

SELECTION CRITERIA

Applicants will be reviewed according to the following criteria:

- Commitment to professional excellence in the real estate management industry
- Employer participation in education programs (does the employer reimburse employee for IREM® courses?)
- Strength of employer recommendation(s)
- Review of applicant's goals and anticipated timelines for gaining the CPM® designation
- Review and strength of non-employer recommendations
- Verification of living or working in the chapter's jurisdiction

STIPULATIONS

The scholarship will be awarded to cover the cost of IREM® coursework which may include tuition and expenses for CPM® designation courses offered through the local IREM® Chapter No. 29, and instructor courses.

- Any information provided by the applicant shall be kept confidential. Only the IREM® Oregon-Columbia River Chapter No. 29 Scholarship Committee and/or Executive Council and/or IREM® staff will see this information
- The recipient must indicate in writing the course date and location for which he/she will be using the scholarship before funds are released
- Awards will be offered in the form of a reimbursement towards the local chapter tuition fee. Once the recipient has completed a CPM® Course (and regardless of whether the applicant passes or fails the course), the Scholarship Committee shall forward the reimbursement directly to the recipient (which could take up to 30-60 days). **Note:** Should the applicant fail to take the course in its entirety, the applicant will be ineligible for reimbursement).
- As funds allow, scholarships totaling \$500 each may be awarded annually (awards will be issued throughout the year [as funds allow] pursuant to current education course schedule). A limit of two (2) scholarships per year, will be granted to an individual on a first-come, first-served basis

All applicants and recipients will agree to hold IREM® Oregon-Columbia River Chapter No. 29 Scholarship Committee, Executive Council, staff or employees, officers, members or agents harmless from any claims arising out of participation in or from application to this program.

COMMITMENT TO PROPERTY MANAGEMENT EDUCATION

The scholarship award provides needed assistance to individuals pursuing their professional education in the field of residential real estate management. To the degree possible, scholarship recipients are encouraged (but not required) to acknowledge this assistance at some point in the future by making a contribution to The Jack Stevens, CPM® Scholarship fund.

APPLICATION – JACK STEVENS, CPM® SCHOLARSHIP

The information you provide on this application will be used by the IREM® Oregon-Columbia River Chapter No. 29 Scholarship Committee and Executive Council to judge your qualifications for the Jack Stevens, CPM® Scholarship. It is important that the applicant complete the form accurately and in its entirety. Any information found to be inaccurate will disqualify the application from consideration.

This application must be accompanied by the following items and sent to the address listed below:

- A letter of support from the applicant's current or former employer which clearly states the achievements of the applicant and why the applicant deserves to be awarded the Jack Stevens, CPM® Scholarship
- Should the applicant not be employed, a reference letter from a *designated* IREM® member *and* a reference letter from a personal friend or relative who can confirm the applicants' intentions towards earning the CPM® designation and the applicants' commitment to seeking a career in real estate management
- A letter from the applicant which clearly states the applicants' career objectives and how the scholarship will help the applicant reach those goals. The letter should include the applicants anticipated timeline for becoming a CPM®.

Name: _____
Last First Middle

Date of Birth: _____
Month/Day/Year

Home Address: _____
Street City State Zip

Business Address _____
Street City State Zip

Home Phone: _____ Business Phone: _____ Mobile Phone: _____

Current Employer: _____

Starting Date: _____ Supervisor: _____

Describe your Responsibilities (or attach current resume): _____

EDUCATIONAL BACKGROUND:

Institution Name	Dates		Major Field of Study	Degree or Diploma Earned
	To	From		
High School				
College or University				

REAL ESTATE TRAINING (courses, seminars, etc. If you have attended any IREM® courses, indicate the courses, cities and dates.

Institution/Organization	Dates		Major Field of Study	Degree or Diploma Earned
	To	From		

ACTIVITIES AND ACHIEVEMENTS: Describe any personal activities and achievements (other than educational) which you feel worthy of mention (clubs, honors, positions, activities in charitable or social organizations, etc.). *Attach extra page if needed.*



All of the information on this form is true and complete to the best of my knowledge. I agree to hold the IREM® Oregon-Columbia River Chapter No. 29 Scholarship Committee, Executive Council, staff or employees, officers, members or agents harmless from any claims arising out of participation in or application to this program. I also authorize and grant permission to the Scholarship Committee to contact those persons listed on this form and in any supplemental submittals for purposes of verification. I shall also provide any other documentation necessary for the Scholarship Committee to carry out its review of my eligibility.

Signature of Applicant

Date

Printed Name