

BOMA Dallas Foundation Scholarship Application: Internship for Principal Member Companies

Available for Spring Submission ONLY

The Dallas BOMA Foundation promotes professionalism in the commercial real estate industry by providing partial scholarships to industry education and training classes.

Eligibility

Scholarships are available to a person who meets one of the below criteria:

- Who are members in good standing of BOMA Dallas.
- Who are employed in management, operations, engineering or maintenance of BOMA Dallas member companies. These persons do not have to be members of BOMA Dallas but must work for a company that has a principal member who is a BOMA Dallas member.
- Who are seeking a designation through BOMA Dallas (through the Building Owners and Managers Institute, BOMI). These persons do not have to be members of BOMA Dallas but must work for a company that has a principal member who is a BOMA Dallas member.
- Who are students enrolled in a college or technically oriented program related to the commercial real estate industry. These persons must demonstrate an interest in commercial real estate and must agree to become a student member of BOMA Dallas if a scholarship is awarded. Student membership would be defined and administered by the membership committee of BOMA Dallas, and approved by the Board of Directors of BOMA Dallas.

Internship Opportunities for Principal Member Companies of BOMA Dallas

This application is for eligible persons who are employed in an intern capacity by a BOMA Dallas Principal Member firm, in the field of commercial real estate, for a term of not less than 60 days duration.

Applying for an Initial Scholarship

- Complete the application
- Write a statement of need

Applying for a Subsequent Scholarship

- Complete the application
- Provide records showing successful completion of the internship for which the earlier scholarship was awarded. (i.e. completed survey from previous internship)

Checklist of Items to be Submitted as Part of Application Process:

- Signed application
- Required Documentation
- Completed survey from previous internship award (if applicable)

Is this your first request for a scholarship?

- YES: *please include initial scholarship paperwork.*
- NO: *please include subsequent scholarship paperwork.*

Applicant's Name:

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Real Estate Principal Member Information

Name: _____

Current Employer: _____

Business Address:

Phone Number:

(Please check daytime #) Business _____ Cell _____

E-mail Address: _____

Required Documentation

Please provide the following documentation with your application:

- Job Description (attach)
- Learning Objectives (attach)
- Will the intern be working in a corporate office or onsite? _____
- Will physical labor be involved? If yes, please provide supporting documentation. _____

Value and Terms of the Award

- Full reimbursement of an internship set to \$1,500 with ability to increase to \$2,000 upon Board of Trustee approval to cover the following items:
 - Work in the commercial real estate field
 - Duration of work that exceeds 60 calendar days
 - Work can be performed at the Principal Member's corporate office or at a designated building, in an office, engineering, project management, property accounting, or similar capacity
 - Amount of the award is to be determined by the Board of Trustees of the BOMA Dallas Foundation
 - Required to complete Internship Survey provided by BOMA Dallas
 - Intern must be a BOMA Dallas Student Member
- Award must be used within the calendar year of the issued date
- Award may only be used by the person to whom it was been awarded
- Award is non-transferable

Evaluation Procedure

Applications will be evaluated in an objective and nondiscriminatory manner by an independent committee of experienced members of the industry. No scholarship may be awarded to an officer, manager or Trustee of The Foundation, or to a member of the independent committee, nor to a substantial contributor. Family members of the aforementioned individuals are also not eligible to receive scholarship awards.

Members of the Independent Committee performing the evaluation will use a grading matrix to facilitate their review and decision making. This matrix is included in this Terms and Conditions Manual and may be modified from time to time as the need arises.

Applicant's Name:

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The applicant certifies that the information provided is complete and accurate. The applicant also agrees to provide supporting documentation to verify the information in the application. By submission of an application the applicant agrees to allow BOMA Dallas, The Foundation and BOMI International to publish his/her name as the award recipient in promotional materials should he/she be selected to receive the scholarship award. The applicant further agrees to indemnify and hold harmless The Foundation, its directors, officers, employees, agents and committee members from any and all claims arising out of the application, selection or participation in this scholarship program. The applicant also authorizes and consents to representatives of The Foundation contacting those persons or institutions listed on the application and its attachments for purposes of verification of the information contained herein.

(Signature)

(Date)

Applicant's Name: