



IFMA EDUCATIONAL SCHOLARSHIP

AWARD CRITERIA

To promote professional growth through education, networking, and certification, subsidies may be available to professional and associate members of the Orlando Chapter who would not otherwise be able to participate in IFMA conferences courses. The judgment of the Chapter Board of Directors and the financial solvency of the Chapter will determine if and how many subsidies will be awarded. Application fees for certification are not covered under this scholarship program. Funding will not be approved for coursework or conferences taken prior to the review and approval of the application.

The Greater Orlando Chapter of IFMA may grant applicants a subsidy amount of up to the full cost of registration of any IFMA course or conference listed below. However, based upon the judgment of the Chapter Board of Directors may (or may not) grant subsidies for airfare and hotel accommodations prior to the early registration cut-off date.

- Facility Fusion Conference registration only
- World Workplace Conference registration only
- CFM Exam Review Course
- IFMA Spring/Fall Symposium courses (separate from Facility Fusion and WWP Registration)
- FMP online course or instructor led course at an IFMA approved College (if available)
- SFP online course or instructor led course at IFMA approved College (if available)
- Educational Luncheon Programs (prepaid for full calendar year's schedule)

Candidates must meet the following *minimum* conditions:

1. Applicant is currently employed or currently in the facility management related job market.
2. Applicant has been an active member of the IFMA Greater Orlando Chapter for at least one year; participates regularly in Chapter functions and overall supports IFMA in the last past twelve months.
3. Applicant is not eligible for student scholarships offered by IFMA National.
4. Applicant has not attended any other FM-related conferences in the past 24 months on a scholarship, bursary or subsidy from IFMA National. If so, advise amount.
5. Applicant has sought other sources of funding from his/her employer or councils but has not been able to secure funding from these sources.
6. Applicant must provide an explanation as to why financial assistance is needed.



To demonstrate active membership and overall support the applicant should be successfully involved in any of the following activities in the previous twelve months:

1. Applicant may have performed a minimum of 8 hours of volunteer services in one of the IFMA /GOC Community Service activities:
 - a. For example GOC's Rebuilding Together Orlando Program
2. Applicant may have registered and attended GOC monthly chapter educational luncheon programs as a paid attendee within 12 month period.
3. Applicant may have registered and attended GOC monthly board programs within 12 month period.
4. Applicant may have served on or provided support services to a GOC standing or ad hoc committee within the past 12 months.
5. Applicant may have developed and submitted a call for presentation directly relating to one/two or more of the eleven (11) IFMA competencies that can influence the chapter's membership growth.
6. Applicant may have developed and submitted FM newsletters or articles related to FM activities in the Central Florida area within the past 12 months.
7. Applicant may have demonstrated performance in community programs or outreach interventions that can help the chapter grow its membership.
8. Applicant may have demonstrated active participation by attending/hosting study group sessions in pursuit of an IFMA (CFM/FMP/SFP) credential.
9. Applicant may be enrolled in a facility management degree program at an accredited institution.

Compliance and Adherence Policies for Scholarship Awardees

If the scholarship award is for **Education (credential)**, the Scholarship Awardee must successfully perform the following activities:

1. Must submit the credential documents to verify successful completion of the course
2. Provide blog facts and information to GOC Communication Committee during and after a supported event or participation.
3. Post/submit FM newsletters or articles related to FM activities in the Central Florida area within a 12 month period.
4. Refer individuals to the IFMA/GOC who become members within a 12 month period.
5. Attend/host study group sessions with those in pursuit of an IFMA (CFM/FMP/SFP) credential.
6. Demonstrate performance in IFMA sponsored community programs or interventions that can help the chapter grow its membership.



If the scholarship award is for **Conference/Travel**, the Scholarship Awardee may successfully perform the following activities:

1. Provide blog facts and information to **GOC** as guided by the **Communication Committee** during and after a supported event or participation.
2. Post/submit FM newsletters or articles related to FM activities in the Central Florida area within a 12 month period.
3. Within a 12 month period, refer individuals to the IFMA/GOC with the goal to become members.
4. Applicant may serve on or provide at least one (1) year of support services to a GOC standing or ad hoc committee within a 12 month period.
5. Attend/host study group sessions with those in pursuit of an IFMA (CFM/FMP/SFP) credential.
6. Demonstrate performance in IFMA sponsored community programs or interventions that can help the chapter grow its membership.



IFMA Educational Scholarship Application Form		
<i>Document is type able which can be saved and e-mailed. Entries must be typed and all fields completed.</i>		
Applicant Details		
Title:	First Name:	Last Name:
Personal Address:		
Zip Code:	Country:	
Telephone:	Fax:	
Email:		
Employer Details		
Name:	Current Position:	
Business Address:		
Zip Code:	Country:	
Telephone:	Fax:	
Email:		
I hereby certify that I am not able to secure funding from my employer and agree to the terms and conditions of this subsidy scholarship**		
I also agree that the Chapter has the right to use the applicant's name, organization and information as supplied in this application for promotion (on website and/or newsletter) as a Membership benefit and the awarded funding.		
Applicants Signature:		Date:

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Enter one conference/course title you wish to attend and the **exact** dollar amount you are requesting below. **Be specific.** Applicants are limited to one approved application per 2 years. Pricing for IFMA Educational Components vary. Go to <http://www.ifma.org/> for the latest and most comprehensive information to complete this form. **Fields left blank or incomplete will delay the process and may result in the application being withdrawn.**

- IFMA conference or course title:

- Date of conference or course:

- Dollar amount requested (exact):

- I am requesting the Educational Luncheons Pre-Paid Program:___ (Mark "X", if applicable)

If you are requesting funding for travel and/or accommodations, please provide details below. If approved by the IFMA Orlando Board, you will be advised as to what funds will be allocated to travel. **Hotel arrangements will be made by the Individual at the Chapter selected hotel.** Reimbursement will be made for airfare following submission of confirmed travel arrangements. Copies of invoices and related documentation must be submitted on a Chapter Expense Reimbursement form (located on the Chapter website) to ChapterAdministrator@ifmaorlando.org

- Estimated

Airfare:_____

- Hotel

Preference:_____

- Length of stay:

- Estimated cost per night:

- Total estimated funds requested:



Explain why you require financial assistance to attend this training/conference. Include other funding sources you have contacted and/or been denied.

****If requested funding should become available through your employer or council at any time after submitting this application, please notify the Orlando Chapter Administrator immediately to withdraw your application.**

Member agrees to assume an active chapter role as a Committee Chair, Committee Member, Project Committee Chair, Project Committee Member, or Board Member (based on the current needs of the Chapter and Board) for a period of two years.

If applicant is a professional member, they also agree to participate in the annual Reverse Trade Show for two consecutive years. (NOTE: There is no fee for professional members.)

Member agrees that the Chapter may hold the member financially responsible for any non-refundable expenses paid by the Chapter, resulting from the member cancelling this course and/or conference.

I, the undersigned, have agreed to the terms and conditions of this subsidy.

Applicant's signature: _____ **Date:** _____

Print Name: _____

This form must be sent to the IFMA Orlando Education Chair at Education@ifmaorlando.org.