

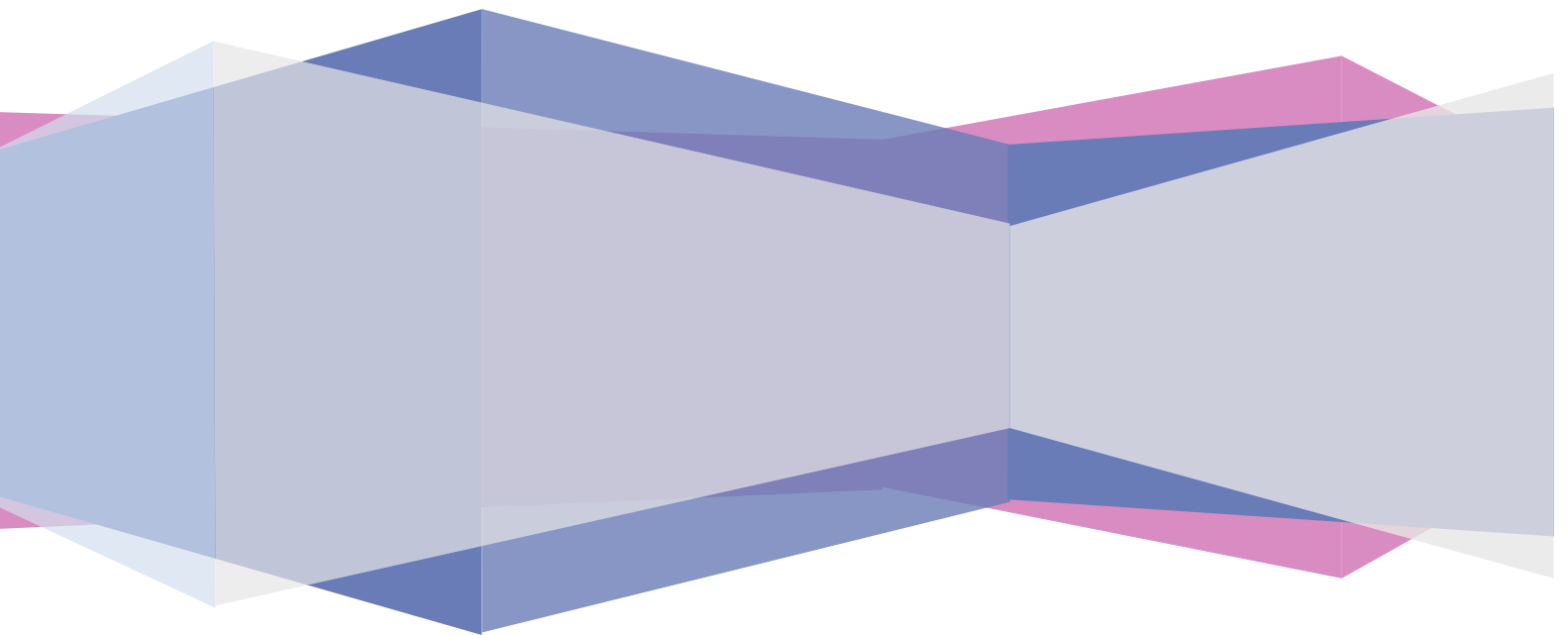


**IREM Indianapolis Chapter 24**

# Policy & Procedures

## Scholarship Policy & Guidelines

*(July 13, 2018)*



## CONTENTS

Introduction.....	3
Purpose.....	4
IREM Indy Sally Lentz-Crouse Scholarship .....	4
Mollie Wood Member Education Scholarships .....	4
Administration And Authority To Confer.....	4
Eligibility .....	5
IREM Indy Sally Lentz-Crouse Scholarship .....	5
Mollie Wood Member Scholarships .....	5
Selection criteria.....	6
IREM Indy Sally Lentz-Crouse Scholarship .....	6
Mollie Wood Member Education Scholarships .....	6
Awards.....	7
IREM Indy Sally Lentz-Crouse Scholarship .....	7
Mollie Wood Member Education Scholarships .....	7
Evaluation Procedures .....	8
Hold Harmless and Commitment to Property Management Education .....	8
Application Procedures.....	9
Application Deadlines .....	9
Application Submission.....	9
Application.....	10

## INTRODUCTION

The IREM Indy chapter values education and ethics, and has a fiduciary responsibility to manage its scholarship funds wisely and to make disbursements prudently. Scholarships shall be treated as investments that further the property management profession and benefit the chapter. Scholarship outlays are not educational expenses and they are not charity.

The chapter's intent by awarding scholarships is to recognize those persons who have the most potential to become leaders in the profession, to encourage those persons who are most likely to obtain their designation in a timely manner, and to support those persons who are active in the chapter and will continue to benefit the chapter by their participation.

The scholarship program is intended to be a conduit for developing candidates, and its purpose is not to be a recruiting tool. The chapter desires to honor and celebrate the scholarship recipients.

IREM Indy Chapter #24 offers two scholarship programs to its stakeholders. The first is the annual IREM Indy Sally Lentz-Crouse Scholarship which provides paid registration to the IREM National Fall Conference along with an allowance to defray associated costs. Its purpose is to promote and reward member participation at the IREM Indy chapter level.

The second program is the Mollie Wood Member Education Scholarships. This scholarship semi-annually provides an allowance to a deserving member to attend any IREM certification education course of their choosing and location. Its purpose is to promote and reward member participation and designation attainment at the IREM Indy chapter level.

## PURPOSE

### IREM INDY SALLY LENTZ-CROUSE SCHOLARSHIP

The Sally Lentz-Crouse Scholarship was developed in honor of one of our most devoted members and Past-Presidents, Sally Lentz-Crouse of Pedcor Management. Sally was a long standing member of IREM Indianapolis and was generous in her time, participation and support of our organization. This scholarship fund was developed to help promote and reward member dedication and participation on our local chapter level.

### MOLLIE WOOD MEMBER EDUCATION SCHOLARSHIPS

The Mollie Wood Member Education Scholarship is named after a longtime supporter and advocate for IREM Education. Mollie was a Chapter President, active IREM Indianapolis member and an IREM educator using her passion and skills to touch countless IREM Students. The purpose of the Mollie Wood Member Education Scholarship program is to recognize those persons who have the most potential to become leaders in the profession, to encourage those persons to obtain their designation in a timely manner, and to support those persons who are active in the chapter and will continue to benefit the chapter by their participation.

## ADMINISTRATION AND AUTHORITY TO CONFER

The IREM Indy Chapter Vice President is assigned the responsibility to oversee all scholarship programs. The Vice President will review scholarship applications on a program by program basis and make recommendations to the Executive Council for final selection. The Executive Council will have the authority to select the recipients, as recommended by the Vice President, according to each individual program's purpose and guidelines and budget. Applications are evaluated and scholarships are awarded as decided by the Executive Council based on the availability of funds and eligibility of the applicants.

## ELIGIBILITY

### IREM INDY SALLY LENTZ-CROUSE SCHOLARSHIP

The following individuals who have determined that they can attend the conference and fund any additional costs associated with attending the conference will be considered for this scholarship:

- Elected officers not scheduled to attend the fall conference funded by the chapter
- Executive Committee Chairs that are voting members
- Committee Members that are voting members and have attended a minimum of three (3) committee meetings

**Industry Partners are not voting members and cannot be eligible for the Sally Lentz-Crouse Scholarship.**

### MOLLIE WOOD MEMBER EDUCATION SCHOLARSHIP

All members, other than Industry Partners, are eligible to apply for the Mollie Wood Member Education Scholarship. Additionally, non-members may apply if sponsored by a current voting member.

## SELECTION CRITERIA

### IREM INDY SALLY LENTZ-CROUSE SCHOLARSHIP

The Sally Lentz-Crouse scholarship is designed to reward participation of active members, no matter what designation or voting membership they carry. Eligible individuals who have determined that they can attend the conference and fund any additional costs associated with attending the conference would be given a number of entries into a random pool. Once all entries are received by a determined date, the scholarship recipient will be drawn from that pool. The number of entries into the random pool for an eligible member are:

- Elected Officers - three (3) entries
- Executive Committee Chairs - three (3) entries
- Committee Members - one (1) entry

### MOLLIE WOOD MEMBER EDUCATION SCHOLARSHIP

The Mollie Wood Member Education Scholarship will be selected based on the following criteria:

- Possess a strong commitment to a career in real estate management
- Be one of the following:
  - CPM Candidate
  - ARM Applicant
  - ACoM
  - Associate Member
  - Student Member
  - Sponsored non-member (contingent on membership when awarded)
- Possess a personal commitment to gaining the CPM/ARM/ACoM designation
- Actively participate in IREM Indy activities, particularly on the committee level

## AWARDS

### IREM INDY SALLY LENTZ-CROUSE SCHOLARSHIP

The IREM Indy Sally Lentz-Crouse Scholarship will be selected and awarded annually. The intent is to award one registration fee plus travel allowance to the annual IREM Global Summit Conference every year.

The scholarship award will be determined by a random drawing from the pool of eligible applicants.

### MOLLIE WOOD MEMBER EDUCATION SCHOLARSHIP

The Mollie Wood Member Education Scholarship will be selected and awarded twice a year. The intent is to award 50% of the budgeted amount for each semi-annual period. The Scholarship Committee Chair can change the semi-annual awards and amounts that he or she recommends on an individual basis within the approved budgeted amount.

The scholarship awards will be determined by the IREM Indy Chapter Executive Council based on recommendations from the Scholarship Committee Chair. The Scholarship Committee Chair may recommend either a full or partial scholarship at his or her discretion. The recipient will receive a certificate for the amount of the award which will expire in two calendar years from the date of issue. The scholarship award is to be used solely to cover the cost of the course tuition and will be paid directly to the course register. Reserved funds from expired scholarships will revert to the IREM Indy Chapter 24 Scholarship Fund. The Scholarship Committee Chair will monitor the list of unexpired awarded scholarships and provide information and mentoring to the awardees.

## EVALUATION PROCEDURES

### MOLLIE WOOD MEMBER EDUCATION SCHOLARSHIPS

The Vice President will provide both subjective and objective information on each applicant with his recommendations to the Executive Council. The subjective information will consist of the narrative items requested on the application form. The objective information will consist of a matrix using the following criteria weighted in the order presented:

1. Committee Chairmanship
2. Sub-Committee Chairmanship (e.g. HFH Captains, Golf Committee Captains)
3. Active participation on a committee
4. Active chapter event attendance / participation
5. Level of contribution to IREM Indy chapter goals and objectives

### HOLD HARMLESS AND COMMITMENT TO PROPERTY MANAGEMENT EDUCATION

All applicant and recipients will agree to hold IREM, the scholarship committee, their employees, agents, officers, councilors and chapters harmless from any claims arising out of participation in or application of this program.

The scholarship award provides needs assistance to individuals pursuing their professional education in the field of real estate management. To the degree possible, scholarship recipients are encouraged to acknowledge this assistance at some time in the future by making a contribution to the scholarship fund.



## APPLICATION PROCEDURES

### IREM INDY SALLY LENTZ-CROUSE SCHOLARSHIP

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#### APPLICATION SUBMISSION

The application process for the IREM Indy Sally Lentz-Crouse Scholarship is for each eligible member to submit the number of allowable entries by the deadline via email to [office@iremindy.org](mailto:office@iremindy.org).

The number of entries into the random pool for an eligible member are:

- Elected Officers - three (3) entries
- Executive Committee Chairs - three (3) entries
- Committee Members - one (1) entry

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#### APPLICATION DEADLINES

The application deadline for this scholarship is June 15th each year that the award is being given with the award to be announced at the July Event or no later than July 31st.

### MOLLIE WOOD MEMBER EDUCATION SCHOLARSHIP

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#### APPLICATION SUBMISSION

Scholarship Applications are to be submitted in electronic format to the following email address no later than the application deadline: [office@iremindy.org](mailto:office@iremindy.org)

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#### APPLICATION DEADLINES

The first application deadline will be on March 31st with the award to be announced at the April Event or no later than April 30th. The second application deadline will be on August 31<sup>st</sup> with the award to be announced at the Golf Outing in September. A new application must be submitted for each award period that the candidate wants to be considered.

## IREM® INDY SCHOLARSHIP APPLICATION

Please choose the scholarship you wish to apply for:

SALLY LENTZ-CROUSE SCHOLARSHIP

This scholarship is awarded annually for use at the annual IREM® Conference and covers the cost of the conference registration fees only; eligible individuals must determine that they can fund any additional costs with attending the conference.

MOLLIE WOOD MEMBER EDUCATION SCHOLARSHIP

This scholarship is awarded semiannually to assist a qualified candidate in pursuing education courses with IREM® for career development. The eligible applicant must be one of the following:

- CPM® Candidate     ARM® Applicant     Associate Member     ACoM Applicant  
 Sponsored Non-Member Sponsored by: \_\_\_\_\_     Student Member

Name: Mr.    Ms. \_\_\_\_\_ IREM® ID No: \_\_\_\_\_  
FIRST MIDDLE LAST

Have you received an IREM® Indy Scholarship in the past?  Yes  No

If yes, which scholarship did you receive? \_\_\_\_\_

When did you receive this funding? \_\_\_\_\_ Amount of funding received: \_\_\_\_\_

### HOME ADDRESS

STREET

CITY ST ZIP

PHONE FAX

E-MAIL

### BUSINESS/UNIVERSITY ADDRESS

COMPANY/UNIVERSITY NAME

STREET

CITY ST ZIP

PHONE FAX

### LIST PARTICIPATION IN IREM® COMMITTEES AND EVENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TO ASSURE YOUR APPLICATION IS COMPLETE AND CAN BE PROCESSED, INCLUDE:

- Scholarship application  
 Personal statement of need. The written statement should address your financial need, interest, and commitment to real estate as a career, and accomplishments that support the application.

All of the information provided by me is complete and correct to the best of my knowledge and belief. If I made or at any time make any statement with knowledge of its falsity, I understand that it shall be cause for denial of an IREM® Indy scholarship.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE