

**International Facility Management Association**  
**The Denver Chapter of IFMA**  
**The Patricia J. Harris Memorial Scholarship Opportunity**

**Instructions:**

1. In order to be considered, each candidate must be officially registered as a full-time student and have a designated major directly related to or in the complementary and/or essential fields within a Facilities Management function, operation or resource type of program to the field through an officially accredited college or university within Colorado (from the basic working field examples given and beyond, as listed on the introductory page).
2. Scholarship winners will receive these awards to assist with course tuition and fee expenses for the spring 2011 semester.
3. Completed application items cannot be submitted online, e-mail, or fax at this time. All completed items must be sent in a "hard copy" format through the U.S Mail or another shipping provider and must be received (not sent or postmarked) no later than 2 mail delivery weekdays following the given deadline date, as a given grace period.
4. Carefully plan your application completion time, so that costly express mailing and overnight shipping can be avoided. If this method has to be used, please do not select the requirement of a receiving signature function, as this could create major delays in receiving your materials on time. Also, do not use certified or registered mailing options to mail your scholarship materials.
5. Incomplete application packages or materials not received by the 2- weekday grace period extension past the deadline, may either be disqualified or receive major score penalties.
6. When seeking reference appraisals, please plan your time accordingly, in promptly requesting, allowing for generous development, processing times, as these requests are often very detailed, and time consuming of others to create and send, especially near the periods of final exams. Obtaining official transcripts to send may also take extended processing time as well.
7. With this Scholarship application, promptly download and save all forms to your selected storage destination location before starting into this application process, in order to reduce the risk of losing completed information.
8. Completion of some of these application form questions in using a word processing format may require the deletion of the present application question response lines, as seen in the next couple of pages. If performed, be sure to not erase or delete anything other than the lines after inputting your information, as areas and questions shown on the application forms are not formatted or protected! Also, be sure that your type over/insert key is not in use, as this can result in erasing of questions or other important information in the application when inputting your information.
9. It is then your complete option either to enter their response answers alone or to also use the underlining option for answers and responses in this particular section.

10. Possible functions, such as the use of the Tab key or other functions may be used, in order to keep your information aligned, organized and easy to read from page to page.
11. Locations of requested information and questions on located each page of the application may be moved or adjusted within reason, if your responses either interfere with another location or that may need a full amount of response space starting with a new page.
12. Be sure to not delete a page containing a question or modify the wording and content requested within a question, as this will drastically affect your score. Do not use text colors, frequent boldness, or large text font sizes beyond 12, smaller than nine, or specialty letter fonts, when using word processing. Please use only basic font types.
13. All applicants/candidates will be evaluated and judged equally; therefore, no preferential treatment will be given to friends, family, or other applicants/candidates of IFMA Denver members.
14. On a case-by-case basis and with prompt and early notice, special accommodations can be made for those with disabilities and impairments in the necessary processes or modifications of completing this application.

**Thank you and the best of luck to you in this Denver Chapter of IFMA  
Memorial Educational Scholarship opportunity!**

**The Patricia J. Harris Memorial Scholarship Fund,  
International Facility Management Association  
Denver Chapter of IFMA - \$1000 dollar  
Student Scholarship Application 2010-2011**

This form is to be completed and mailed by the applicant, to also include an official transcript of undergraduate college/university records and a letter of professional intent. (Completed Reference Appraisal forms are considered confidential to the candidate and must be mailed separately by the person giving the reference).

All completed materials must be sent in a "hard copy format" to the following contact:  
Jeff Jones, CFM, Chairman,  
Denver Scholarships IFMA  
14503 Columbine Street  
Brighton, CO 80602-7305

***DEADLINE FOR ALL APPLICATION MATERIALS TO BE RECEIVED BY IS:  
Saturday, 11/13/10 – Please contact Jeff Jones, Scholarship Committee Chair at 303-457-0871 or email  
jeffjonesco@aol.com***

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Best time to contact: \_\_\_\_\_  
Alternate Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**EDUCATION (Please list schools in chronological order):**  
Institution or School: Dates: Degree: Major: GPA:

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

**EMPLOYMENT: Please list any field related jobs you have held in the past, including military service, internships, and any other field related experiences.**  
Organization/Employer: Title or Position: Dates:

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

**SCHOLARSHIPS AND HONORS: Please list any current or past scholarships, honors, or awards, in which you have received:**

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

**REFERENCE APPRAISALS:** (Obtain forms from the separate REFERENCE APPRAISAL FILE) - Your two reference appraisals should ordinarily be academic, internship or special project sponsors who are familiar with your recent work, related abilities and/or achievements. List them below. Then, give or forward each of them the file or a copy of a blank reference appraisal sheet to complete and mail separately.

**Name: Title, Position, or Rank School/Organization/Company:**

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**INVOLVEMENT IN FACILITY RELATED CAREER ACTIVITIES:**

**Are you a member of IFMA or other related professional field organizations?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, which one(s), type of organization and for how long?**

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**Which committee(s) have you worked on or volunteered with?**

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**Name:**

**SHORT ANSWER/SHORT ESSAY QUESTIONS:**

With all of the remaining questions, if you decide to provide longer lengths of information, please use paragraphs, so we may better follow your responses. Please limit responses to each of these following questions to a **maximum of one page**, unless otherwise stated. Although, we do not evaluate or judge based on length, but mainly content. Therefore, full-page responses are not always necessary! Sometimes these responses and answers can be adequately stated in just a few sentences or even in a couple of paragraphs...Thanks!

In addition, it is highly recommended that each of the following questions should fully be reviewed prior to responding to the first question, in order to maintain a direct focus and in order to avoid unintentional repetition of the same responses and information you have already provided from question to question. Please be aware that questions are not formatted or protected in place, in order to allow you to respond in a short or longer format and to allow us in avoiding extensive paper use during the evaluation distribution process. To start, please place your name at the top corner of each of these remaining question pages to better track your information as it is being reviewed. Although, please use great caution to not accidentally delete a following question or category when needing to reposition questions back to following blank page space or on remaining page space following a short response to a question when available. Please be sure that your type over/insert key is not in use! There are two questions and a Letter of Professional Intent that need to be completed.

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**Describe below in brief how you have been involved with a chapter, related group projects or with field related activities:**

**Name:**

**ACCOMPLISHMENTS: What educational or personal accomplishments have you made with a facility or other related contributing projects, in which have displayed your skills, creativity, strengths and abilities?**

**Name:**

**LETTER OF PROFESSIONAL INTENT:** Please develop a short letter of professional intent in the space below or on a separate sheet describing your short and long-range career goals in your area. In specific, address what you want to accomplish, perform and contribute in your upcoming career, as it relates to your work directly in Facilities Management or other complementary fields and functions of the profession, which contributes to any of the processes of planning, engineering, design, construction, maintenance, operating functions of facilities and/or other examples of functional and supporting areas to the field listed on the Scholarship introductory pages. Please limit your response to the space below or on a separate sheet, which does not exceed a single page.

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