

# BOMA/Chicago Foundation

## Reginald L. Ollie Inclusion and Outreach Scholarship Application

### SCHOLARSHIP DESCRIPTION AND OVERVIEW

The BOMA/Chicago Foundation Reginald L. Ollie Inclusion and Outreach Scholarship (“The Ollie”) is a means to further the mission of the Building Owners and Managers Association of Chicago’s Foundation: to promote the welfare of the building industry through education and professional development.

The Ollie Scholarship of the BOMA/Chicago Foundation is designed to enable individuals currently working in the commercial real estate industry who are also members of groups historically underrepresented in the building industry to achieve professional development through completion of the BOMI Real Property Administrator (RPA) designation.



### PURPOSE

The BOMA/Chicago Foundation’s Ollie Scholarship program is designed to attract and qualify at least one RPA candidate per year who is a member of a group(s) historically underrepresented within the commercial real estate industry for scholarship and mentoring assistance in working towards the RPA designation. Underrepresented professionals are classified as: racial, ethnic, LGBTQ and disabled.

### SCHOLARSHIP BENEFITS

The Ollie Scholarship provides the following benefits:

- Tuition waiver for required courses: The BOMA/Chicago Foundation Ollie Scholarship provides the full tuition (value of \$10,000) to complete BOMI courses that fulfill the education requirement to achieve the RPA designation. Fees include: enrollment, classes, textbooks and exams.
- Mentorship: Each recipient will be paired with a mentor for class, exam and career advice/assistance.

### ELIGIBILITY REQUIREMENTS

1. Belong to an underrepresented group. Underrepresented professionals are classified as: racial, ethnic, LGBTQ and disabled.
2. Must have a minimum of two years of experience in the commercial real estate industry. ***Applicants must have 24 months of commercial real estate experience by March 2023. The experience must specifically be in commercial real estate (residential and retail experience does not count toward the 24 months of experience).***
3. Must be at least 21 years old.
4. You do NOT have to be a BOMA/Chicago member.
5. Have taken three or less RPA/FMA designation classes prior to applying for the scholarship.
6. Completion of at least one year of college level courses at a college/university and earned a GPA of 2.5/4.0 or 3.5/5.
7. Completion of the Scholarship Application form, with its requested attachments received by February 1, 2023. The required attachments are:
  - a. **Application Form & Personal Statement:** You must complete all parts of the Section A application, including the personal statement.
  - b. **Academic Transcript:** An official transcript evidencing college level courses.
  - c. **Work Experience:** Verify employment in commercial real estate with a complete resume.
  - d. **References:** Three letters of reference, including one from a supervisor. Other references may come from professional, educational or personal sources (family members excluded).
8. **Finalists will interview with the Scholarship Committee between 9 a.m. and 12 p.m. on February 15, 2023. We will inform you of whether or not you will be interviewed on February 9, 2023. Interviews will be held at 115 South LaSalle.** The Scholarship Committee will recommend at least one candidate to receive the scholarship. The Foundation Board will have final approval and determine the scholarship recipient.

## REACH OUT TO BOMA/CHICAGO!

If you plan to apply for this scholarship, please [email Jaclynne Madden](mailto:jmadden@bomachiago.org) or call (312) 870-9608 so that we can discuss the application process and requirements.

## APPLICATION DEADLINE & ONLINE FORM PROCESS

The application deadline is **February 1, 2023**. This application is the Word document format of the mandatory online application you must submit in order to be considered for this scholarship. You can access the online application form by clicking on the links below. You **cannot** save your online application and go back at a later date. You must submit your online application all at once. There are **two separate parts to this application** that must be completed by February 1, 2023:

1. **Section A: Application Form**
  - [CLICK HERE TO ACCESS THE OLLIE APPLICATION ONLINE FORM](#)
2. **Section B: Reference Letter Form (Must have three)**
  - [CLICK HERE TO ACCESS REFERENCE ONLINE FORM](#)

The online application form follows the application outlined below. Before submitting your online application, we suggest that you:

1. Answer all questions in the Word document application and spell-check your answers. You can then easily copy and paste your information.
2. Have all of your attachments ready. All attachments within the application are marked with an asterisk (\*).

The only attachment that cannot be submitted on the online form is your official transcript. You can send BOMA/Chicago an **e-transcript or a hard copy transcript**. This transcript must be mailed to:

Jaclynne Madden  
RE: Ollie Scholarship  
115 S. LaSalle Street; Suite 2300  
Chicago, IL 60603  
[jmadden@bomachiago.org](mailto:jmadden@bomachiago.org) for e-transcripts

## INTERVIEWS FOR FINALISTS

Finalists will interview with the Scholarship Committee between 9 a.m. and 12 p.m. on February 15, 2023. We will inform you of whether or not you will be interviewed on February 9, 2023. Interviews will be held at 115 South LaSalle. The Scholarship Committee will recommend at least one candidate to receive the scholarship. The Foundation Board will have final approval and determine the scholarship recipient.

## APPLICATION DECISIONS AND DIVERSITY CELEBRATION RECOGNITION

The recipient will be encouraged to enroll in RPA classes starting in March 2023. The recipient will then be honored at the Diversity Celebration and will give a short speech.

## REQUIREMENTS FOR MAINTAINING SCHOLARSHIP ELIGIBILITY

Scholarship recipients must:

- Enroll in the first course within three months of the scholarship award or forfeit the scholarship
- Enroll in at least three courses each year or forfeit the scholarship
- Pass all classes funded by the scholarship; if the recipient fails the exam, reexamination fees must be paid for by the recipient
- Take and pass the exams for each class before the start of the next locally offered designation class; if the recipient does not take and pass the exam before the next class begins, funding will be halted until the exam is passed
- Forfeit scholarship if recipient does not pass the course exam after three (3) attempts
- Regularly meet with assigned BOMA/Chicago mentor to discuss RPA designation progress and career goals
- The halting of funds and/or the forfeit of the scholarship will be determined by the Scholarship Committee and the Board of Directors

If the above requirements are not met by the recipient within the specified timeframes, the BOMA/Chicago Foundation Scholarship Committee reserves the right to revoke the recipient's scholarship and award the scholarship to a different applicant.

**RUNNER UP WILL EARN A SINGLE COURSE SCHOLARSHIP!**

This year, BOMA/Chicago will award one Single Course Scholarship to our second-place candidate. This scholarship can be used for any RPA class that we will hold in 2023.

**BOMA/CHICAGO CONTACT INFORMATION**

If you have any questions regarding the Ollie Scholarship or the application, please contact:

Jaclynne Madden

(312) 870-9608

[jmadden@bomachicago.org](mailto:jmadden@bomachicago.org)

**SECTION A**  
**BOMA/Chicago Foundation**  
**Ollie Scholarship Application Form**



**PERSONAL DETAILS**

Full Name:

Email Address:

Are you at least 21 years of age? (Yes or No)

Are you currently employed in the commercial real estate industry? (Yes or No)

Do you have at least two years of experience working in the commercial real estate industry? (Yes or No)

Total number of years in the commercial real estate industry:

Home Address:

City:

State:

Zip:

Phone Number:

**EDUCATION INFORMATION**

College/Institution Name:

Dates Attended (From MM/YYYY) - To (MM/YYYY):

Major Field of Study:

Degree/Diploma Awarded (Name of Program):

Date Degree/Diploma Awarded (MM/YYYY):

Grade Point Average (GPA):

Describe Courses and Seminars Completed (including RPA and other industry courses) in 200 words or less:

**TRANSCRIPT VERIFICATION**

Have you mailed your official transcript to BOMA/Chicago? (Yes or No)

In order to qualify for the Ollie Scholarship, you must mail BOMA/Chicago an official transcript evidencing college level courses from the current and last (degree awarding) institutions of higher learning. If you have not yet mailed this, please remember that BOMA/Chicago must receive this transcript by February 1, 2023 or you will not be considered for the scholarship. We accept hard copy and e-transcripts, as long as they are mailed directly to BOMA/Chicago from the university. Please mail the transcript to:

Jaclynne Madden

BOMA/Chicago Ollie Scholarship

115 S. LaSalle Street

Suite 2300

Chicago, IL 60603

[jmadden@bomachicago.org](mailto:jmadden@bomachicago.org) for e-transcripts

**WORK EXPERIENCE**

**Current Resume**

\*Please attach a current resume (attachment option will be available on online form)

**Current Employment**

Current Position/Job Title:

Summary of Position/Job Duties (100 words or less):

\*Please Attach Official Job Description (attachment option will be available on online form)

Current Employer's Name:  
Current Employer's Address:  
Dates Employed (From MM/YYYY) - To (MM/YYYY):  
Supervisor's Name:  
Supervisor's Email:  
Supervisor's Phone Number:

**Former Employment 1**

Former Position/Job Title:  
Summary of Position/Job Duties (100 words or less):  
Former Employer's Name:  
Dates Employed (From MM/YYYY) - To (MM/YYYY):  
Supervisor's Name:  
Supervisor's Email:  
Supervisor's Phone Number:

**Former Employment 2**

Former Position/Job Title:  
Summary of Position/Job Duties (100 words or less):  
Former Employer's Name:  
Dates Employed (From MM/YYYY) - To (MM/YYYY):  
Supervisor's Name:  
Supervisor's Email:  
Supervisor's Phone Number:

**BOMA/CHICAGO INVOLVEMENT** *(Most recent 5 years)*

Name of Committee:  
Dates of Service on Committee (From MM/YYYY) - To (MM/YYYY):  
Describe Your Role/Duties on Committee in 100 words or less:

**COMMUNITY SERVICE & VOLUNTEERING** *(Most recent 5 years)*

Name of Organization:  
Dates of Service (From MM/YYYY) - To (MM/YYYY):  
Describe your involvement in 100 words or less:

**PERSONAL STATEMENT PART 1: Tell Us About Yourself**

In 800 words or less, please:

- Explain what diversity means to you.
- Describe how diversity and inclusion has played a role in your development as an individual and a professional.
- How do you believe inviting more diverse professionals to commercial real estate will positively impact other professionals and the industry in general?
- Describe what you hope to accomplish if you are awarded the Ollie Scholarship. Also, briefly discuss where you see yourself in five years (after you earn the RPA).
- Please also tell us more about yourself, such as any professional/educational hardships you have faced, why you plan to stay within the commercial real estate field along with details about your extracurriculars (such as community service, leadership, etc.). This is your moment to shine! Tell us how you believe you stand out as a professional.

**PERSONAL STATEMENT PART 2: Intent and Objectives**

Describe your immediate career goals and where you see yourself in five to ten years. Please answer this question in 400 words or less.

**PERSONAL STATEMENT PART 3: Accomplishments, Contributions and Leadership in CRE Role**

Please describe all of the contributions you have made in your current and former CRE roles and provide specific examples. You can submit up to four attachments (such as photos, documents, letters, survey results, etc.) that showcase your work and accomplishments. Please also provide examples of where you have displayed leadership. Please answer this question in 600 words or less.

**ACTIVITIES AND ACHIEVEMENTS**

List and describe activities and honors you have received in 300 words or less. In this section, you can discuss community service, extracurricular leadership activities, etc.

**CERTIFICATION**

By checking the below box titled, "I certify this application," I am stating that the information on this form is complete and accurate. If requested by a designated member of the BOMA/Chicago Scholarship Committee, the undersigned agrees to provide supporting documents to verify the information in this application. The undersigned further agrees to indemnify and hold harmless BOMA/Chicago, 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 undersigned also authorizes and consents to the BOMA/Chicago Scholarship Committee contacting those persons or institutions listed on this application and its attachments for purposes of verification of the information contained herein.

**I certify this application (box will be on online form):**

**E-signature (type in name):**

**Date:**

**SECTION B**  
**BOMA/Chicago Foundation**  
**Ollie Scholarship**  
**Reference Form (Three Needed)**



**Online Form Submission**

References MUST submit this reference form online in order for the scholarship applicant to be considered. Please [visit this link](#) to access the online reference form. Once a referee completes this online form, s/he will receive an email confirmation. References must be completed by February 1, 2023.

**Referee Information**

Referee's Name:  
Referee's Title:  
Referee's Company:  
Referee's Email:  
Referee's Phone:

**Referee Relation to Applicant**

Who is your BOMA/Chicago Scholarship reference for (type name of scholarship applicant)?

What is your relation to the scholarship applicant? Please check only one of the following:

- Supervisor (Current)
- Supervisor (Former)
- Supervisor (General)
- Business Colleague
- Professional Association/Affiliation
- Educational Colleague
- Personal (Family Member Excluded)
- Other, please specify:

How long have you personally known the scholarship applicant?  
\_\_\_\_\_ years

Is the applicant currently actively employed in the Commercial Real Estate industry? (Yes or No)

**Applicant Questions & Rating**

In 800 words or less, please explain why you recommend this applicant for the BOMA/Chicago Reginald L. Ollie Inclusion & Outreach Scholarship. If you worked directly with the applicant, please describe the day-to-day duties of the applicant (when you worked together) and discuss a time the applicant showed leadership and/or excelled at a project.

Rate the applicant on each of the questions below using a scale of one (1) to ten (10), 1 being a poor or low rating and 10 being an outstanding or high rating.

QUESTIONS	1=Lowest				5&6=Average					10=Highest
	1	2	3	4	5	6	7	8	9	10
Does the applicant exhibit the ability to work well with others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant exhibit a definite professional commitment to a career in commercial real estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have the capacity to successfully complete an RPA or commercial real estate course of study?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have the capacity to successfully complete the RPA or commercial real estate course for which s/he is applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would the applicant thrive and benefit from the classroom experience involved in taking the course for which s/he is applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using the applicant's personal character as the basis for your thoughts, how would you rate his/her potential for success in commercial real estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on the applicant's work experience and involvement in the field, how would you rate his/her potential (future) contribution to the commercial real estate field?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Certification of Information**

By checking the below box titled, "I certify this application," I am stating that the information on this form is complete and accurate. If requested by a designated member of the BOMA/Chicago Scholarship Committee, the undersigned agrees to provide supporting documents to verify the information in this application.

**I certify this application (box will be on online form):**

**E-signature (type in name):**

**Date:**

**May BOMA/Chicago contact you to discuss this scholarship application? (Yes or No)**