



BOMA/Chicago Foundation 2025 Reginald L. Ollie Scholarship Application

PURPOSE

The Reginald L. Ollie Scholarship (“The Ollie”) furthers the mission of the BOMA/Chicago Foundation: to advance the development of emerging talent in commercial real estate (CRE), inclusive of underrepresented groups, through education, exposure, and outreach.

The Ollie aims to support at least one RPA candidate each year. The Scholarship is awarded to applicants who have overcome personal or professional challenges, are committed to growing within the commercial real estate industry, are likely to attain their RPA, and are likely to become leaders in the industry.

SCHOLARSHIP BENEFITS

- Tuition waiver: 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.

The application deadline is January 29, 2025 by 5PM CST.

ELIGIBILITY REQUIREMENTS

1. Applicants must have 24 months of commercial real estate experience by March 2025. The experience must specifically be in a commercial real estate property management role (residential and retail experience does not count toward the 24 months).
 - a. *Internships may be eligible to count toward the 24 months of experience. Please see the below note.
 - b. Please contact Jaclynne Madden at jmadden@bomachicago.org if you have questions about your eligibility.
2. Applicants must be at least 21 years old.
3. Applicants do NOT have to be a BOMA/Chicago member.
4. Applicants must have taken three or less RPA designation classes prior to applying for the scholarship.
5. Applicants must have completed 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.
6. Applicants must be able to describe personal and/or professional challenges to entering or growing within the commercial real estate industry.
7. Submission of three references.
8. Applicants must submit a complete Scholarship Application form, with its requested attachments, by January 29, 2025.

***Internship Experience Recognition**

If you have completed a commercial real estate internship, you may apply to have the time spent in the internship count towards the required 24 months of experience for the Scholarship. The internship experience must be focused on commercial real estate property management (residential and retail experience is not eligible). Along with your application, please include one document that describes:

1. The dates of your internship(s).
2. The number of hours for each internship and whether the internships were full-time or part-time.
3. Your internship responsibilities and the skills you acquired.

The Foundation's Scholarship Committee or other appropriate body will determine whether an internship may count toward the required experience by comparing its length, contiguousness, recentness, and scope of work to typical full-time work experience. Applicants may be required to submit additional material to aid in this evaluation.

REACH OUT TO BOMA/CHICAGO!

If you plan to apply for this Scholarship, please [email Jaclynne Madden](mailto:jmadden@bomachicago.org) or call (312) 870-9608.

APPLICATION DEADLINE & ONLINE FORM PROCESS

The application deadline is **January 29, 2025**. All applications must be submitted online using the links below. Once you begin your application, you **cannot** save it to return and complete later.

There are **two separate parts to this application** that must be completed by **January 29, 2025**:

- 1. Section A: Application Form**
 - [CLICK HERE TO ACCESS THE OLLIE APPLICATION ONLINE FORM](#)
- 2. Section B: Reference Letter Form (Must have three) – This form is completed by your references.**
 - [CLICK HERE TO ACCESS THE REFERENCE ONLINE FORM](#)

Before submitting your online application, we suggest that you:

1. Answer all questions in the Word document and spell-check your answers. You can then copy and paste your information into the online form.
2. Have all 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. Please send your transcript to Jaclynne Madden: jmadden@bomachicago.org.

INTERVIEWS FOR FINALISTS

Finalists will interview with the Scholarship Committee on the morning of February 12, 2025. 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 RECOGNITION

The recipient will be encouraged to enroll in RPA classes starting in March 2025. The recipient may be requested to give a short speech at a BOMA/Chicago Foundation event.

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, the BOMA/Chicago Foundation reserves the right to revoke the recipient's scholarship.

BOMA/CHICAGO CONTACT INFORMATION

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

Jaclynne Madden at jmadden@bomachicago.org

(312) 870-9608

SECTION A
BOMA/Chicago Foundation
Ollie Scholarship Application Form



PERSONAL DETAILS

Full Name:
Email Address:
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 emailed your official transcript to BOMA/Chicago? (Yes or No)
In order to qualify for the Ollie Scholarship, you must email 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 emailed this, please remember that BOMA/Chicago must receive this transcript by January 29, 2025 or you will not be considered for the scholarship.

WORK EXPERIENCE

Current Resume

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

Current Employment

Current Position/Job Title:
*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 Present
Supervisor's Name:
Supervisor's Email:
Supervisor's Phone Number:

Former Employment 1

Former Position/Job Title:
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:

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:

APPLICATION QUESTIONS**Please answer all of the below questions in 600 words or less.**

- 1. Commitment to the Commercial Real Estate Industry:**
 - Explain your career history, how you started in commercial real estate property management, and why you are committed to a long-term career in CRE.
- 2. Academic and Professional Qualifications:**
 - List and describe any relevant courses, seminars, or certifications you have completed so far.
 - How have the education classes you have taken so far helped you in your career?
- 3. Professional and Personal Challenges:**
 - Please discuss any noteworthy personal or professional obstacles you may have confronted in your life (for example, encounters with systemic bias or discrimination).
- 4. Success and Growth:**
 - What is your five-year career plan and what steps will you take to achieve it?
 - How will earning the RPA help you reach your career goals?
- 5. Additional Information:**
 - Is there anything else you would like to share about yourself, such as your community involvement, volunteer work, or other activities?

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, volunteers, agents, and affiliated entities 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)



BOMA
CHICAGO

FOUNDATION

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 January 29, 2025.

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 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 the RPA designation?	<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 they are 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 their 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 their 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, I agree 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: