

The North Alabama Chapter of the Project Management Institute (PMI) has created a scholarship to support students who are pursuing project management in their education. The North Alabama Chapter Board of Directors approved two $1,000 scholarships for the academic 2020-2021 school year. The scholarships will be given to one undergraduate and one graduate student who is studying a Project Management field at a local college/university.

Criteria Eligibility:

Below are the guidelines for eligibility consideration for the scholarship:

1. Undergraduate level students must be studying a degree program in the field of project management OR in a field of study which utilizes project management
2. Students must be taking a minimum of 6 hours a semester or be considered ½ time enrollment
3. ￼ Students must live within the North Alabama Chapter service area (zip codes beginning in 356-358).
4. Student must be attending or accepted for attendance (rising Freshman) at a Huntsville/North Alabama area college or university
5. Student must be a U.S. citizen or an Alabama resident (lived in the State of Alabama for 1 year)
6. Not currently receiving any scholarships which pays for 100% of the year’s tuition
7. Students may re-apply for the scholarship each year, but may only win once.

Guidelines

1. Students must attend at least one PMI lunch meeting after receiving scholarship
2. Students must write an essay on one of the four project management subjects following the guidelines in the application form
3. Students must demonstrate eagerness to use their project management skills to contribute to the community

**PMI-NAC Scholarship Committee**. The PMI-NAC Scholarship Committee will not consider incomplete applications or contact a student regarding incomplete or missing application items. A student will only be contacted by the PMI-NAC Scholarship Committee if there are questions regarding the application or if the student is awarded a scholarship

Application

1. Application deadline (including recommendation) is January 31st 11:59PM CST.
2. Application will be submitted to PMI-NAC Scholarship Committee via email, [Scholarship@pmi-nac.org](mailto:Scholarship@pmi-nac.org), or mailed to:

PMI-NAC Scholarship Committee

P.O. BOX 5037

Huntsville, AL 35814-5037

1. Resume is limited to one page single spaced.
2. Scholarships funds will be awarded in the spring at the PMI-NAC Excellence Awards for use during the following fall semester.

**2019-2020 Timeline**

Fall Semester 2019 - Teachers encourage students to apply for scholarship and provide recommendations

December 31st - Scholarship Committee is in place

January 31st - Final acceptance date for applications, including recommendations

NLT March 15th - Final selection by PMI-NAC Scholarship Committee

Late March-Mid April - Scholarship Presentation to winner at Excellence Awards

Fall Semester 2020 -Funds will be used to pay student tuition and fee account using student ID number

A**pplication Submission Instructions:** In order to be eligible for consideration, scholarship applications must:

* Submit a complete application to the PMI-NAC Scholarship Committee by January 31st to [scholarship@pmi-nac.org](mailto:scholarship@pmi-nac.org) or

PMI-NAC Scholarship Committee

PO Box 5037

Huntsville, AL 35814-5037

* Have a complete recommendation submitted to the PMI-NAC Scholarship Committee by January 31st to [scholarship@pmi-nac.org](mailto:scholarship@pmi-nac.org) or

PMI-NAC Scholarship Committee

PO Box 5037

Huntsville, AL 35814-5037

* Be clearly legible and submitted in English. The PMI-NAC Scholarship Committee is not responsible for misinterpretation of illegible applications.
* Include all requested information. Applicants should refrain from including additional materials not requested. (i.e., newspaper articles, research papers, etc.).
* Include current and complete contact information.
* Include all signatures in each place required on the application.
* Transcripts must be an official copy and sent to: scholarship@pmi-nac.org

**Application Checklist**

**Please submit application items listed below. Do not include the Application Eligibility, Instructions or Checklist Page. The recommendation letter must be submitted via email or mailed directly by the recommending party. An applicant’s transcript can either be sent with the recommendation letter or in a separate envelope.**

|  |  |
| --- | --- |
| **□** | **Fully completed and signed Application/Educational Data Form** |
| **□** | **Current Resume** |
| **□** | **Written one-page essay on the topic of your choice from the list** |
| **From school or university:** | |
| **□** | **One Official Transcript** |
| **From a teacher, professor or advisor:** | |
| **□** | **Recommendation Form** |
| **□** | **Recommendation Letter** |

**Application Cover Page**

**Project Management Institute North Alabama Chapter**

**2020 College/University Scholarship Award**

**Please fill in the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant's Full Name:** |  | | |
|  | First/Given | Middle | Last/Family Name |
| **Current Address:** |  | | |
|  |  | | |
| **Mailing Address**  **(if different):** |  | | |
|  |  | | |
| **Birth Date:** |  | | |
| **Phone Number (Daytime):** |  | | |
| **Email:** |  | | |
| **How did you hear about this scholarship program?** |  | | |

**Applicant’s Statement:**

I agree to the provisions of this application, and I understand that scholarship funds must be returned if I am unable to meet the stipulations set out by **Project Management Institute North Alabama Chapter**. I signify that the information given on this application is, to the best of my knowledge, complete, factually correct, and honestly presented. I have not received assistance or falsely represented myself on the 2020 PMI Scholarship Application.

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Signature of Applicant Date

**The following questions need to be answered but will not affect your application**:

|  |  |
| --- | --- |
| **Are you a member of PMI-NAC?** | **□ Yes**  **□ No** |
| **Are related to a member of PMI-NAC?** | **□ Yes, If so, who?**  **□ No** |

**Educational Data**

|  |  |
| --- | --- |
| **Name:** |  |
| **High School attended:** |  |
| **City, State:** |  |
| **Date graduated high school:** |  |
| **Current student status** (i.e. High School Senior, College Sophomore) |  |
| **Current/Intended University** |  |
| **Expected university start date?** (High School Seniors only) |  |
| **Degree Program(s)** |  |
|  |  |
| **What is your career goal?** |  |
|  |  |
|  |  |
| **Expected graduation date?** |  |

**Resume**

The purpose of the scholarship is to recognize students from the Huntsville area, who are attending a local university or college, while pursuing a degree in the project management field, and contributing to their school and community in the areas of leadership and service. The Scholarship Committee is looking for applicants that are well-rounded individuals who are able to manage their grades, their time, serve their school and community as well as demonstrate leadership skills in these areas. Please include the following information in your resume:

* Extracurricular school activities - member, officer, or leader in school activity, club or sport.
* Extracurricular non-school activities – member, officer, or leader in professional organizations such as PMI, philanthropic groups, religious groups or community service.
* Indicate an estimate of the number of volunteer/service hours you have provided in any of the above listed organizations.
* Honors, awards, talents, special achievements received in the last four years for school and community service.
* Employment, internships, summer activities with specific role or job title and relevant dates.

**Essay**

The Scholarship Committee is interested in the quality of your writing, as well as the quality of your thinking. Include your name at the top of the essay page. The essay should be included as part of the entire application packet.

Prepare a one page (double-spaced, 450 words maximum) word document response to one of the following questions/topics:

1. Describe a time when you have been involved in a project and what role did you play.
2. Why I want to be a Project Manager.
3. How is a Code of Ethics important to Project Managers?
4. Why are you excited about working in the project management field*?*

**Scholarship Agreement**

* **Project Management Institute (PMI) North Alabama Chapter** will notify winners of their selection via phone and email. Acceptance of the scholarship is contingent upon the following items:
* Following scholarship notification, the scholarship recipient is expected to attend the **PMI North Alabama Chapter** Annual Excellence Awards banquet in the Spring, and one complimentary lunch meeting proceeding the banquet, to be recognized by the chapter.
* **PMI North Alabama Chapter** will release scholarship funds directly to the student’s tuition and fee account at the school using the school Student ID.

**Recommendation Form**

The PMI-NAC Scholarship Committee requires a letter of recommendation from a teacher, professor or school advisor. Please complete:

1. **This form** and submit it with
2. **One recommendation letter**. **Email** [**scholarship@pmi-nac.org**](mailto:scholarship@pmi-nac.org) **to submit an electronic recommendation.**

**SCHOLARSHIP APPLICANT’S NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TO BE COMPLETED BY THE RECOMMENDER:**

Please complete this form and return it to the address listed below.

|  |  |
| --- | --- |
| Name: | Occupation: |
| Phone: | Email: |
| How long have you known the applicant? | In what capacity? |
| What three words would you use to describe the applicant? | |

Please rate the student in the following areas:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | One of the best  I’ve ever met | Excellent | Above  Average | Below  Average | Average | Not able  to rate |
| Potential for college success |  |  |  |  |  |  |
| Personal initiative |  |  |  |  |  |  |
| Respect for others |  |  |  |  |  |  |
| Intellectual curiosity |  |  |  |  |  |  |
| Sense of humor |  |  |  |  |  |  |
| Creativity (scholastic or artistic) |  |  |  |  |  |  |
| Peer relationships |  |  |  |  |  |  |
| Maturity and integrity |  |  |  |  |  |  |
| What is this student’s principal strength? | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Has this student demonstrated leadership ability? Please cite specific examples. | | | | | | |
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| Please explain any special circumstances or provide information and insights that would be helpful to the Award Committee. | | | | | | |
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**To submit recommendations by mail, send to: Project Management Institute North Alabama Chapter**

**Attn: Scholarship Committee** PO Box 5037, Huntsville, AL 35814-5037