



**VOLUNTEER  
CHAPTER**  
CLUB MANAGEMENT  
ASSOCIATION OF AMERICA

## Professional Development Grant

### Volunteer Chapter

The Volunteer Chapter of the CMAA was founded in 1951 to create a charitable community of Tennessee private club managers who desire enhanced education, networking, social opportunities and the prestige of CMAA membership.

### Professional Development Grant

The Volunteer Chapter will award one grant annually, based on the availability of funds and merit of application. To help the recipient meet certification requirements and prepare them for the CCM exam, each grant will fund \$2,500 to be applied toward registration costs and reimbursable expenses directly related to travel, lodging, etc. for one of the following programs:

- BMI Club Management
- BMI Leadership Principles
- BMI General Manager / Chief Operating Officer
- BMI Food and Beverage
- BMI Golf Management
- Certification Review Course
- World Conference

The Professional Development Grant will be awarded based on recommendations made by the Volunteer Chapter Board of Directors.

### WHO SHOULD APPLY?

Any CMAA member, who is dedicated to attaining the CCM designation, and is currently a Clubhouse Manager, Food and Beverage Manager/Director, or Assistant Manager are invited to apply for the grant. Candidates must be an active member of CMAA, the Volunteer Chapter, and actively pursuing the CCM designation.

### Application Requirements

*To apply for the Volunteer Chapter Professional Development Grant, you must complete the following:*

1. Complete the application in its entirety
2. Include a letter of recommendation from the general manager at your club.
3. Include a letter of recommendation from a club member.
4. Enclose a copy of your current resume.
5. Write an essay (between 600-1100 words) addressing the following components:
  - a. Describe in detail your career objectives and goals.
  - b. The reason you wish to pursue your CCM designation.
  - c. Your specific interests within the private club management field.
6. Submit the application to:

Updated February 10, 2023

**Dori Paschall, Chapter Managing Director - [tnvolcmaa@gmail.com](mailto:tnvolcmaa@gmail.com) by October 1st.**

7. Please Note: All applications, essays and other required attachments must be typed.

Any application that does not meet all the requirements listed above will not be considered.

**Restrictions**

- Receiving this grant does not in any way guarantee the awarding of the CCM designation.
- The grant only applies to programs/courses not yet taken.
- The grant must be used within two years.
- Expenses (up to \$2,500) must be submitted to the Board of Directors no more than 45 days after the completion of the program/course, for final approval, for the grant winner to receive reimbursement.

# Tennessee Volunteer Chapter Professional Development Grant

## GENERAL INFORMATION

Name: \_\_\_\_\_ Member ID#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Chapter: \_\_\_\_\_ Total number of years in management/supervisory positions in a private club. (include all positions) \_\_\_\_\_

## EMPLOYMENT INFORMATION

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Title: \_\_\_\_\_ Number of years at club: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Title: \_\_\_\_\_ Number of years at club: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_



**EDUCATION BUDGET**

What is your club's total budget allocation for education and how do you personally benefit from that allocation?

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**ESSAY**

Please attach a 600 – 1,100–word essay, in which you address the following areas:

- 1) Describe in detail your career objectives and goals.
- 2) Detail the reason(s) you wish to pursue your CCM designation.
- 3) What are your specific interests within the private club management field?

**Please submit this application and all requirements to the chapter office/email by October 1<sup>st</sup>.  
TN CMAA  
2884 Signal Farms Ln  
Signal Mountain, TN 37377  
[tnvolcmaa@gmail.com](mailto:tnvolcmaa@gmail.com)**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_