



December 28, 2007

To: CPMCA Contractor Members
From: Lauren Litchfield
Re: CPMCA Scholarship Applications

DEADLINE MARCH 31, 2008!

Applications received after the deadline will not be accepted.

Attached or faxed are the CPMCA Scholarship Guidelines and application forms. If you would like to recommend an individual for the 2008-09 school year please forward the attached information to them (or they may contact our office for an application packet) at your earliest convenience to give them as much time as possible to complete the application and submit to the CPMCA office postmarked by March 31, 2008.

Applications should be submitted to:

**CPMCA
645 West 9th Street, Suite 700
Los Angeles, CA 90015**

Please contact Lauren Litchfield should anyone have any questions.

Office: 213-417-9177
FAX: 213-417-9180
Email: lauren@cpmca.org



CPMCA Scholarship Guidelines

The CPMCA Scholarship Program is established to award one new scholarship per year. The recipient receives \$2,000 per year (in two \$1,000 disbursements) for up to (4) four eligible years, a potential total of \$8,000; subject to verification that the student meets the minimum requirements delineated below.

Each CPMCA Contractor Member may recommend individuals to be considered for a CPMCA Scholarship. If multiple individuals are recommended by a Contractor Member the Scholarship Committee will evaluate and select one individual per Contractor Member for consideration for the scholarship. To be eligible for selection the applicant must be a current employee, a child, grandchild or sibling of an employee or owner.

To be eligible for the scholarship the candidate must be awaiting acceptance, accepted by or currently attending a four year accredited college or university as a full time student (minimum of 12 units). The candidate must also be enrolled in a four year major that is beneficial to the Mechanical Contracting Industry as determined by the Scholarship Committee.

Minimum requirements to be considered for the CPMCA Scholarship and/or renewal are a "B" average (2.7 GPA or higher) and proof of enrollment at a four year college or university with a major beneficial to the Mechanical Contracting Industry (determined per above). Recipients must forward, on a semiannual basis, proof of enrollment, number of units taken, academic record, anticipated class schedule and proof of major to the CPMCA office. Failure to submit semiannual data will result in forfeiture of the scholarship.

The CPMCA Scholarship will be awarded based on personal information, GPA, SAT, college plans, and an essay. The essay must address how the Applicant's major could be beneficial to the mechanical contracting industry. Interviews will be conducted with the top four applicants.

Essays should be no more than four TYPEWRITTEN double spaced pages. Essays will be judged on content and clarity. Grammar will not be evaluated; however, the applicant should understand the importance of written communications in the mechanical contracting industry.

Scholarship Committee

Travis Craven, Chairman

Steve Clark
Don Giarratano
Dan Kennedy
Steve Malczewski
Beni Monaco
James Patton

645 West 9th Street • Suite 700 • Los Angeles, CA 90015
Telephone: (213) 417-9177 • Fax: (213) 417-9180
www.cpmca.org



SCHOLARSHIP APPLICANT INFORMATION

APPLICANT'S NAME: _____ Telephone: _____

Mailing Address: _____

City: _____ State/Zip: _____

Date of Birth: _____ City, State of Birth: _____

Social Security Number _____ Email: _____

FATHER'S NAME: _____

Work Telephone: _____ Home Telephone: _____

Home Address: _____ City: _____ State/Zip: _____

Employer Name: _____ Position: _____

MOTHER'S NAME: _____

Work Telephone: _____ Home Telephone: _____

Home Address: _____ City: _____ State/Zip: _____

Employer Name: _____ Position: _____

Name of Parent or Guardian Who Supports You: _____

Address (if different from above): _____

SCHOOL INFORMATION

Current High School or College: _____ From: _____ To: _____

Previous High School or College (if any): _____ From: _____ To: _____

If in college, High School you graduated from _____

Current Cumulative Grade Point Average: _____ Anticipated Cumulative GPA at Graduation: _____

College you plan to attend: _____

Anticipated Major / Minor: _____

APPLICANT'S EXTRA-CURRICULAR ACTIVITIES

Attach separate sheet(s), if needed

List any scholastic distinctions or honors you have achieved:

List extra-curricular activities:

List your hobbies:

List work experience (dates/companies/positions):

Please describe any other college scholarship or financial aid for which you have applied:

REFERENCES: Please list the name of your high school counselor and two other names, other than your relatives, who can provide a reference, if required.

High School Counselor: _____

Address: _____ Telephone: _____

Name: _____ Occupation: _____

Address: _____ Telephone: _____

Name: _____ Occupation: _____

Address: _____ Telephone: _____

Please include your latest school transcript with this application.

Signature of Applicant: _____ Date: _____

ESSAY

How might your studies be beneficial to the mechanical contracting industry?

**MEMBER COMPANY QUALIFICATION STATEMENT
(To be signed by Officer/Owner of Member Firm)**

This is to certify that _____
(Applicant)
has applied for the CPMCA Scholarship Program, and is currently an
employee, or is directly related to an employee or owner (child, grandchild
or sibling).

So certified,

Name of Officer or Owner _____
(Please print or type)

Signature _____

Title _____

Member Firm: _____

Date _____



TIPS FOR APPLYING FOR SCHOLARSHIPS

Every scholarship is different. So you must approach each scholarship application and/or interview accordingly. The more you know about the organization the better chance you have of winning the scholarship. When applying for scholarships, it is important to keep several things in mind:

- Who created the scholarship and why?
- Who are the past scholarship winners and what have they done?
- Who is on the selection committee for the scholarship?

KNOW WHO CREATED THE SCHOLARSHIP

Knowing who created the scholarship can help you understand the people who will be reviewing your application. It might also help you think of ideas for your essay or topics to introduce during an interview. For example, if the scholarship you are applying for is offered by the Society of women Engineers, know a little something about women engineers and what problems they face. If it is an AFL-CIO scholarship you're after, brush up on your history of unionism in the United States; know what role the AFL-CIO has played over the years.

SHOW INTEREST IN THE ORGANIZATION

Tailor your application to show that you are interested in the organization. The College Edge "Mail" Tool can help you create customized letters to send to scholarship organizations.

KNOW WHAT THE SPONSOR ORGANIZATION DOES

If you are applying for a 4-H scholarship, be aware of what that group does. In an essay for 4-H, you would not want to discuss Victorian literature just as you wouldn't want to tell NASA about your prize-winning pig.

Just remember, it is always a good idea to know as much as possible about who is offering the scholarship. It shows that you are responsible, intelligent, and motivated.

KNOW PAST RECIPIENTS AND THEIR ACCOMPLISHMENTS

If at all possible, contact students who have won the scholarship in the past. Each scholarship foundation will usually have a list of past winners. Compare yourself and your goals to their profile. Use past winners as an inspiration.

- Find out how they presented themselves to the scholarship committee and what they did with the scholarship money (did they agree to pursue a certain course of study or go into a certain field after graduation?).
- The advice of past winners will surely help you define your approach in applying for the scholarship.

KNOW WHO IS ON THE COMMITTEE

Instead of merely completing a scholarship application and sending it in, contact the chairperson of the scholarship committee prior to beginning the process.

- If possible, make an appointment to meet with them.
- Find out who sits on the committee and what their backgrounds are so that in filling out your application or attending an interview, you can appeal to their individual sensibilities.
- Ask the chairperson about the best way to apply for the award. Not only does this put your name in the mind of the committee, but it shows that you are highly motivated.

PREPARE FOR THE INTERVIEW

If you are required to attend a scholarship interview, keep in mind the following tips:

- Dress conservatively. This means coat and tie for men, skirt and blouse or dress for women.
- Arrive early. You don't want to seem hurried, disoriented or disheveled when you enter an interview.

BRUSH UP ON CURRENT EVENTS

Read the newspaper the week of an interview. It might also be a good idea to read current and back issues of national news magazines like Time or Newsweek. Regardless of the type of scholarship, the committee will usually want to see that an applicant has a general knowledge of what is going on in the world around them.