



# Dan Kocal Scholarship Application

**The Dan Kocal Scholarship recognizes individuals who exhibit outstanding character and leadership in the community management industry.** Dan championed for his fellow professionals to embrace their accomplishments, "As professionals, we should be in the habit of highlighting our educational and professional endeavors." In that vein, this scholarship promotes the professionalism of California community managers by covering full tuition for any one of CACM's credentials:

*Certified Community Association Manager (CCAM) Certification Courses*

- CMM101-102 The Basics of Association Management Series
- CMM121-124 California Law Series
- CMM130 Ethics for Community Managers

*Certified Community Association Manager (CAFM) Certification Courses*

- CMM101-CMM102 The Basics of Association Management (BAM) Series
- CMM122 California Law *Module II Financial Management (only)*
- CMM130 Ethics for Community Managers
- FIN300 Budgeting (*offered online*)
- FIN210 Assessment Collections (*offered online*)
- FIN320 Strategic Financial Planning (*offered online*)

*Specialty Certificate Courses*

- LDR400 Human Resource Management
- INS400 Risk Management in Community Associations
- One of the following specialization courses:
  - SPC400 High Rise Community Management
  - SPC410 Large Scale Community Management
  - SPC430 Portfolio Management
  - SPC440 New Development Community Management

*Master of Community Association Management (MCAM) Certification Courses*

- BDA500 Effective Governance Principles for Community Associations
- LDR500 Advanced Ethics: Leadership & Decision Making

## Scholarship Eligibility

To be eligible for this scholarship, you must:

1. Be a CACM manager member in good standing. To be in good standing you must have no outstanding monies owed to CACM or any pending activity with the CACM Professional Standards Committee.
2. Be working towards achieving the CCAM certification, CAFM certification a Specialty Certificate or the MCAM certification.
3. Meet all course prerequisites that apply to the credential you are seeking.

## Application Process

STEP 1: Complete the Dan Kocal Scholarship Application on pages 2-3.

STEP 2: Attach your Character Essay and Letter of Recommendation.

STEP 3: Email the completed application and required materials to [certification@cacm.org](mailto:certification@cacm.org) on or before Dec. 1

## Selection of Recipients

Scholarship awards will be based on the following:

1. Character Essay
2. Letter of Recommendation

## Restrictions

- Application does not guarantee an award. Incomplete applications will not be considered.
- All courses must be completed within one year of award.
- The scholarship covers course registration fees only. The scholarship does not provide financial credit for courses already completed toward a credential.
- Scholarship funds will be awarded to the institution of merit and not to the applicant.
- Scholarship award does not guarantee the attainment of a credential. The applicant is responsible for meeting all credential application requirements and fees.

**California Association of Community Managers, Inc.<sup>SM</sup>**

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## Applicant Information

FIRST NAME	MIDDLE INITIAL	LAST NAME
HOME ADDRESS		
HOME CITY	HOME STATE	HOME ZIP CODE
PERSONAL EMAIL	HOME/CELL PHONE	
CURRENT EMPLOYER	CURRENT TITLE	
BUSINESS ADDRESS	BUSINESS CITY/STATE	BUSINESS ZIP CODE
BUSINESS EMAIL	BUSINESS PHONE	
PREVIOUS EMPLOYER IF EMPLOYED AT CURRENT EMPLOYER LESS THAN ONE YEAR		
ADDRESS	CITY/STATE	ZIP CODE

Are you a Manager Member of CACM? ☐ Yes ☐ No

If "No," please include Manager Membership Application and Membership Dues with Scholarship Application.

What CACM credentials do you currently possess? (Mark all that apply.)

☐ None ☐ CCAM ☐ CAFM ☐ High Rise Specialty Certificate ☐ Large Scale Specialty Certificate  
☐ Portfolio Management Specialty Certificate ☐ New Development Specialty Certificate ☐ MCAM

Which CACM credential do you plan to pursue with these scholarship funds (if awarded)?

☐ CCAM ☐ CAFM ☐ High Rise Specialty Certificate ☐ Large Scale Specialty Certificate  
☐ Portfolio Management Specialty Certificate ☐ New Development Specialty Certificate ☐ MCAM

Has your CCAM, CAFM or MCAM ever been revoked or suspended? ☐ Yes ☐ No

If so, explain the circumstances: \_\_\_\_\_

Do you hold other professional designations? ☐ Yes ☐ No

If so, please provide list of designations: \_\_\_\_\_

How long have you been managing community associations? \_\_\_\_\_ Yrs. \_\_\_\_ Mo.

## Work Experience

List your work experience over the previous five years (e.g., in community management or other industry).

Previous Employer	Title	From – Mo./Yr.	To – Mo./Yr.
Previous Employer	Title	From – Mo./Yr.	To – Mo./Yr.

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**Signature of Current Supervisor** \_\_\_\_\_

**Print Name of Current Supervisor** \_\_\_\_\_

**Print Title of Current Supervisor** \_\_\_\_\_

**Date** \_\_\_\_\_

### **Letter of Reference**

Attach a letter of reference to this application from your company's CEO or direct supervisor.

If you are employed by an HOA board, submit a letter of reference from the board president or other board director.

The reference letter should address your general character and work ethic, and why a scholarship should be awarded to you.

### **Character Essay**

Dan Kocal was a firm believer in the value of educating our workforce and operating with the highest ethical standards. He practiced a leadership philosophy centered on the idea that "the leader goes first." That is, in order for him to gain the trust and respect of his colleagues and staff, he needed to give them his trust and respect first. Dan extended this mindset of mutual respect to all of his colleagues in the industry – his employees, clients, and even his competition. He focused on giving everyone around him the tools they needed to be empowered.

It is the intent of this scholarship to perpetuate high ethical standards in emerging industry leaders. Think about your driving values and how they apply to the work you do.

Write a 300-750 word essay in which you address the following:

1. Your plans as they relate to your educational and career objectives and long-term professional goals.
2. How you exhibit outstanding character, ethics and leadership in community management.
3. Why you feel you should be awarded the Dan Kocal Scholarship.

*The applicant is responsible for submitting all materials to CACM as required in the application.*

*Incomplete applications will not be considered.*

*It is recommended that you keep a copy of the application for your records.*

*All applications are confidential.*

*CACM has the sole responsibility for selecting recipients based on criteria set forth in the application.*

*This application becomes the property of CACM.*

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I certify that the information contained in this application is complete and accurate to the best of my knowledge. I agree and understand that falsification of information may result in termination of any scholarship granted.

**Applicant Print Name** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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