



The Association of
Accountants and
Financial Professionals
in Business

IMA® Scholarship Program 2013-2014 Awards

IMA Memorial Education Fund Scholarships (MEF)

Stuart Cameron & Margaret McLeod Memorial Scholarship (SCMS)

Types of Awards:

MEF Scholarship

All IMA student members who **have not previously received an IMA MEF Scholarship** are eligible to apply for the MEF-sponsored scholarships. Student applications are classified between undergraduate and graduate categories, and selected individuals will be awarded scholarships ranging in amount from \$1,000 to \$2,500.

SCMS Scholarship

In addition, completion of this application will entitle all candidates to be considered to receive the prestigious Stuart Cameron and Margaret McLeod Memorial Scholarship for the amount of **\$5,000**. One individual will be selected from the entire Scholarship Application pool to receive this award sponsored by the Stuart Cameron McLeod Society.

The SCMS Scholarship winner will receive complimentary registrations for both the IMA Annual Conference & Exposition (in June) and the Student Leadership Conference (in November). In addition, the winner will receive a maximum of \$1,000 for the combined cost of lodging and transportation to attend both events.

After announcement of the winner, the recipient will be required to participate in the parent chapter, at the council level, or the national level as a prerequisite to receive the monetary award (see method of disbursement/post-acceptance requirements).

Classification of Categories:

- **Undergraduate Student Category**

An undergraduate student is defined as an individual who carries a minimum of 6 credited hours for both terms of the current academic year (2013-2014) and who will be carrying 6 credited hours in the upcoming academic year (2013-2014). He or she is required to hold the necessary credited hours that identify him/her as an undergraduate both in the year that he/she applies for the award (2013-2014) and in the year that he/she will be receiving the funding from IMA (2013-2014).

- **Graduate Student Category**

A student who is seeking to apply for an IMA scholarship under the graduate category must hold the necessary credited hours that define him/her with senior status at an undergraduate level or is a current graduate student who will be continuing in a graduate program. If the student is an undergraduate senior, he or she is expecting to graduate prior to the commencement of the next academic year. The student is required to maintain 6 credit hours for both semesters during the current year (2013-2014) and in the year that he or she will receive funding from IMA.



IMA Scholarship Program 2013-2014 Awards (Continued)

Selection of Candidates:

All candidates will be considered equally with no bias to race, creed, or background and will be judged independently on the basis of the applicant's ability to meet the criteria as outlined in this document. If for some reason a selected individual declines his/her award or becomes ineligible, an alternate candidate will be selected to receive the award. Two alternates will be selected in each category in the event that this circumstance takes place.

Deadline:

The **DEADLINE** for candidates to submit applications to IMA is **February 17, 2014**. Applications must be **emailed** to Tara Barker at tbarker@imanet.org on or before **February 17, 2014**.

Eligibility Requirements:

- Full- and part-time (must carry at least 6 credits per semester) students are encouraged to apply.
- Scholarships are awarded to students who are studying at accredited institutions.
- **Applicant must be an IMA Student Member. Membership number must be included on the application form.**
- The applicant needs to have the expressed intent of pursuing a career in management accounting, financial management, or information technology.
- A minimum cumulative GPA of 3.0 is required between all institutions attended throughout the applicant's undergraduate/graduate academic career.
- All documents must be submitted in English.

Criteria For Selection:

1. IMA will base its decision for awarding scholarships on the following items:
(Failure to follow instructions will eliminate an application from consideration.)
2. Academic merit.
3. IMA participation.
4. Quality of applicant's presentation
5. One-page résumé reflecting community leadership, extracurricular activities (sports, clubs, and volunteer participation), and work experience (if applicable).
6. Two-page written statement expressing the following **(Please use the following headings)**:
 - a) Applicant's reasons for applying for the scholarship.
 - b) Applicant's reasons that he/she deserves the award.
 - c) Specific contributions to the IMA.
7. Ideas on how he/she will promote awareness of IMA and CMA® certification.
8. Strength of recommendations. Acceptable references include current or past employer who can ascertain the candidate's abilities related to his/her chosen career (preferred), or current or past professor(s) whose course(s) relates to the applicant's declared major or a letter from an IMA member who can comment on the student's technical knowledge, leadership skills, and participation within the IMA (member's IMA number is required).



IMA Scholarship Program 2013-2014 Awards (Continued)

Method of Disbursement/Post-Acceptance Requirements:

The MEF Scholarship winners will receive their awards in the July/August 2014. The payment is contingent upon receipt of the following documentation:

- Scholarship winners must provide proof of registration for Fall 2013 classes and a copy of the recipient's Spring 2014 transcript.
- Additionally, students will be requested to sit for at least one part of the CMA Exam before the completion of the fall term 2014.

The SCMS Scholarship winner will receive \$2,500 in two payments: one in the fall and one in the spring. The winner in the initial year will also receive a trip to the IMA Student Leadership Conference and the IMA Annual Conference & Exposition.

- Scholarship winner must provide proof of class registration and a copy of his/her most recent transcript for each payment period.
- After being selected to receive the award, the scholarship winner is required to show proactive involvement in the local IMA Parent Chapter (i.e., regular attendance at chapter meetings or participation in Board meetings), Council (i.e., attendance at council meetings or Leadership Training Seminar/Council Sponsored Educational Meetings), or on the level (i.e., service on a global committee.)
- Additionally, students will be requested to sit for at least one part of the CMA Exam before the completion of the fall term 2014.

Announcement of Winners: On or before April 30, 2014.



IMA Scholarship Program 2013-2014 Awards (Continued)

Application Form

See below for complete instructions to apply for IMA® MEF/SCMS Scholarships.

Name: _____

Mailing Address: _____

City: _____ State _____ Zip: _____

School Phone: _____ Home Phone: _____

E-mail: _____

IMA Membership Number: _____ Social Security Number: _____

School: _____

Scholarship Type (Check One):

Undergraduate Student _____ Graduate Student _____

Current Status (Check Appropriate): Full-Time _____ Part-Time _____ # of Credits _____

Major Field of Study: _____ Expected Date of Graduation: _____

Overall GPA (Grade Point Average): _____ Major Course Work GPA _____ (i.e. 3.5/4.0)

Applicant's signature acknowledges he or she has read the instructions and requirements for the scholarship program and the *IMA Statement of Ethical Professional Practice*. The *IMA Statement* can be read by clicking [here](#).

Applicant's Signature: _____ Date: _____



IMA Scholarship Program 2013-2014 Awards (Continued)

Application Instructions:

A. All Information Must Be Typed or Computer Printed.

B. The completed application form, including the signature of the applicant, must be submitted to IMA Headquarters on or before **February 17, 2014**, with the following accompanying materials:

- A one-page resume indicating a summary of the applicant's employment record (if applicable), leadership activities, and other information pertinent to the application.
- **Official University transcript(s)** with school seal and enclosed in a sealed envelope is required from both current and all previous institutions attended. The transcript(s) must include all grades from all previous terms and from previous institutions. Graduate students are required to submit official copy of their undergraduate work that is inclusive of all courses and grades earned. **Incomplete or unofficial transcripts will automatically disqualify the student.**
- **Two Recommendations** are required. Acceptable references include current or past employer who can ascertain the applicant's abilities related to his/her chosen career (preferred), current or past professor(s) whose course(s) relates to the student's declared major, or a letter from an IMA member who can comment on the candidate's technical knowledge, leadership skills, and participation within IMA® (member's IMA® number is required). Recommendations must be submitted on the attached form (additional pages can be included if necessary) and sealed in an envelope with the reference's signature across the seal.
- Two-page written statement from the candidate expressing the following:
 1. Applicant's reasons for applying for the scholarship.
 2. Applicant's reasons that he/she deserves the award.
 3. Specific contributions to IMA.
 4. Ideas on how he/she will promote awareness of IMA and CMA certification.
 5. Applicant's career goals and objectives.

C. The applicant must sign and submit the application and accompanying materials on or before **February 17, 2014**, to:

MEF/SCMS Scholarship Program
Tara Barker
IMA
10 Paragon Drive Suite 1
Montvale, NJ 07645-1760
USA

For questions about the Scholarship Program, contact Tara at (800)638-4427, Ext. 1535, or e-mail your inquiry to tbarker@imanet.org.



IMA Scholarship Program 2013-2014 Awards (Continued)

IMA® Memorial Education Fund Scholarship Recommendation Form

This section is to be completed by the applicant:

Applicant's Name: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Applicant Privacy Law and Waiver: I, _____ hereby authorize to release information he or she may have about me, and release them from any liability and responsibility in doing so. I understand that such a report may contain information about my personal reputation, background, and character.

Signature: _____ Date: _____

This section to be completed by the Evaluator: Please complete the information requested on both sides of this form. **The IMA kindly requests that all responses to questions be typed or word processed for ease of review.** Please enclose this form in the envelope provided with the application, seal it, and sign your name across the seal on the envelope flap. The applicant will submit your recommendation with the scholarship application. If you are an IMA member, please include your membership number in the space provided _____.

Please evaluate the applicant based on your knowledge of his/her abilities as fairly as you can in each of the following categories by placing an "X" in the appropriate box below the scale at the top.

Please ensure that your written recommendations support the ratings noted below:

	Area	Average 40-60%	Above Average 60-75%	Good 75-90%	Outstanding 95-100%	Truly Exceptional	Unable To Judge
1.	General academic ability						
2.	Analytical skills						
3.	Verbal skills						
4.	Written communication skills						
5.	Self-discipline						
6.	Initiative						
7.	Self-confidence						
8.	Motivation						
9.	Creative Qualities						
10.	Maturity						
11.	Sense of humor						
12.	Likes to be challenged						
13.	Managerial potential						
14.	Leadership potential						
15.	Commitment to community service						



IMA Scholarship Program 2013-2014 Awards (Continued)

1. How long and under what circumstances have you known the applicant?

2. How would you rate your experience with the applicant when compared to those of his/her peers in similar circumstances? _____

3. Please comment on the applicant's personal integrity. _____

4. Please comment on the applicant's leadership skills, such as problem solving, managing conflict, innovation, and peer mentoring. _____

5. Please comment on the applicant's principal strengths. _____

6. Please comment on the applicant's principal development needs.

7. Please provide any additional comments that can help IMA evaluate the applicant's candidacy for a national scholarship and accompanying recognition. _____

Evaluator's Signature: _____

Name (Please Print or Type): _____

Position/Title: _____

Address: _____

Telephone: _____

E-mail: _____