# Named Endowed Scholarship Required Document Checklist

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| Scholarship Information |
| Scholarship Name:  |  |
| Chapter:  |  |
| Contact Name:  |  |
| Email/Phone:  |  |
| Fully Endowed Date:  |  |

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| CHECKLIST |
|  [ ]  | Counter-Signed Agreement |
|  [ ]  | Scholarship Application/Criteria (application must contain **specific** information on each of the below) |
| **CRITERIA** **PROCESS**  |  [ ]  *Who qualifies (ex. CCIM Candidate, university student studying real estate):*  [ ]  *Award amount*  [ ]  $500 [ ]  $1000 [ ]  Other \_\_\_\_\_\_\_\_\_\_ [ ]  *To be used toward (ex. CCIM core course, Ward Center Courses, J. W. Levine Leadership  Development Academy, local university –* ***if this option, please indicate name of university****)*   [ ]  *Awarding body (ex. Scholarship committee, Chapter Board of Directors)* [ ]  *Deadline for applications* [ ]  *Annual Presentation (date/place)*  |
|  [ ]  |  Bio of Honoree (if an individual) |
|  [ ]  |  Photo of Honoree (if an individual) |