

October 6, 2008

Attention: **Financial Aid Office**

Dear Financial Aid Officer,

The Institute of Management Accountants (IMA®) is pleased to offer scholarships to your accounting and finance students. An IMA student member pursuing study in accounting or finance as an undergraduate or graduate student is eligible for the Memorial Education Fund (MEF) Scholarship and the Stuart Cameron and Margaret McCloud Memorial (SCMS) Scholarship.

MEF Scholarships range from \$1,000 to \$2,500. One student will be chosen from the MEF Scholarship pool of applicants to receive the SCMS Scholarship in the amount of \$5,000. The SCMS Scholarship recipient will also receive lodging, transportation, and registration costs for both the IMA Annual Conference and Exposition and the IMA Student Leadership Conference.

Enclosed is a copy of the scholarship application. Please photocopy the original to fill your individual need for additional applications. The application is also available on the IMA website at [www.imanet.org/scholarships](http://www.imanet.org/scholarships). Please note that the deadline for scholarship applications is February 15, 2009. All materials must be postmarked on or before that date to be eligible.

Thank you for your continued support as we provide student members with the information and resources needed to successfully pursue a career in accounting or finance.

If you have any questions, please feel free to call me at (800) 638-4427, ext. 1556, or e-mail me at [jryan@imanet.org](mailto:jryan@imanet.org).

Sincerely,



Jodi Ryan  
Manager, Student and Academic Relations

## **IMA National Scholarship Program 2008-2009 Awards**

### **IMA Memorial Education Fund Scholarships (MEF) Stuart Cameron and Margaret McLeod Memorial Scholarship (SCMS)**

#### **Types of Awards:**

##### **MEF Scholarship**

All IMA student members who **have not previously received an IMA Scholarship in the classification category to which they currently reside or from another IMA Scholarship Program** (see categories as defined below) are eligible to apply for the MEF-sponsored scholarships. Student applications are classified into undergraduate and graduate categories, and selected individuals will be awarded scholarships ranging in amount from \$1,000 to \$2,500.

##### **SCMS Scholarship**

Completion of this application also entitles candidates to be considered to receive the prestigious Stuart Cameron and Margaret McLeod Memorial Scholarship in 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 also receive lodging, transportation, and registration costs for the Annual Conference (in June) and the Student Conference (in November). **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).**

**IMA National Scholarship Program  
2008-2009 Awards (Continued)**

**IMA Memorial Education Fund Scholarships (MEF)  
Stuart Cameron and Margaret McLeod Memorial Scholarship (SCMS)**

**Classification of Categories:**

**Undergraduate Student Category**

An undergraduate student is defined as an individual who carries a minimum of six credited hours for both terms of the current academic year (2008-2009) and who will be carrying six credited hours in the upcoming academic year (2009-2010). An applicant 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 (2008-2009) and in the year that he/she will be receiving the funding from IMA (2009-2010). To qualify for the SCMS Scholarship Award, the student must carry 12 credited hours for the current academic year and 12 credited hours for the year in which the award will be received.

**Graduate Student Category**

A student who is seeking to apply for an IMA scholarship under the graduate category must either hold the necessary credited hours that define him/her with senior status at an undergraduate level or be a current graduate student who will be continuing in a graduate program. If the student is an undergraduate senior, he/she must be expecting to graduate prior to the commencement of the next academic year. The student is required to maintain six credited hours for both semesters during the current year (2008-2009) and in the year that he or she will receive funding from IMA. To qualify for the SCMS Scholarship Award, the student must carry 12 credited hours for the current academic year and 12 credited hours for the year in which the award will be received.

**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 15, 2009**. Applications must be **postmarked on or before February 15, 2009**. Any questions regarding this program can be directed to Jodi Ryan, Manager of Student and Academic Relations, at (800) 638-4427, ext. 1556, or [jryan@imanet.org](mailto:jryan@imanet.org).

**IMA National Scholarship Program  
2008-2009 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 postmarked to IMA Headquarters *on or before February 15, 2009*, with the following accompanying materials:**

- A one-page résumé 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 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 employers 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 and increase membership and certification within IMA.
  5. Applicant's career goals and objectives.

**C. The applicant must sign and submit the application and accompanying materials (postmarked *on or before February 15, 2009*) to:**

MEF/SCMS Scholarship Program Awards  
Institute of Management Accountants  
10 Paragon Drive, Ste. 1  
Montvale, NJ 07645-1760  
Attention: Jodi Ryan, Manager of Student and Academic Relations

**For questions about the Scholarship Program, contact Jodi at (800) 638-4427, ext. 1556, or e-mail your inquiry to [jryan@imanet.org](mailto:jryan@imanet.org).**



**INSTITUTE OF  
MANAGEMENT  
ACCOUNTANTS**

*Advancing the Profession™*

**IMA National Scholarship Program  
2008-2009 Awards (Continued)**

**IMA Memorial Education Fund Scholarships  
Stuart Cameron McLeod Memorial Scholarship**

**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)

By signing this document, the applicant acknowledges that he/she has read the instructions and requirements for the Scholarship Program and IMA's *Statement of Ethical Professional Practice*, which may be found online at [www.imanet.org/about\\_ethics\\_statement.asp](http://www.imanet.org/about_ethics_statement.asp)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 the evaluator 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: \_\_\_\_\_

**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 Memorial Education Fund Scholarship Recommendation Form (Continued)

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

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

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

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

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

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

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

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Evaluator's Signature: \_\_\_\_\_

Name (Please Print or Type): \_\_\_\_\_

Position/Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**IMA National Scholarship Program  
2008-2009 Awards (Continued)**

**IMA Memorial Education Fund Scholarships (MEF)  
Stuart Cameron and Margaret McLeod Memorial Scholarship (SCMS)**

**Method of Disbursement/Post-Acceptance Requirements:**

The MEF Scholarship winners will receive their awards in the fall of 2009. Payment is contingent upon receipt of the following documentation:

- Scholarship winners must provide proof of registration and a copy of the recipient's most recent transcript for each payment period.
- Additionally, students will be requested to sit for at least one part of the CMA Exam before the completion of the 2009 fall term.

The SCMS Scholarship winner will receive two payments of \$2,500, the first in the fall and the second in the spring. The winner will also receive a trip to the IMA Student Leadership Conference and the IMA Conference and Exposition in the initial year. Payment is contingent upon receipt of the following documentation:

- Scholarship winner must provide proof of 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 National level (i.e., service on a national committee). A one-page typed statement describing the winner's involvement or contributions is required prior to each payment.
- Additionally, the winner will be requested to sit for at least one part of the CMA Exam before the completion of the 2009 fall term.

**Announcement of Winners:** On or before April 30, 2009.

**IMA National Scholarship Program  
2008-2009 Awards (Continued)**

**IMA Memorial Education Fund Scholarships (MEF)  
Stuart Cameron and Margaret McLeod Memorial Scholarship (SCMS)**

**Eligibility Requirements:**

- Full- and part-time (must carry at least six credits per semester) students are encouraged to apply. *Note: SCMS Scholarship requires that students must carry 12 credits per semester.*
- Scholarships are awarded to students who are physically located in the U.S. and Puerto Rico, studying at regionally accredited institutions.
- ***Applicant must be an IMA Student Member. Membership number must be included on the application form.***
- The applicant must state in the application letter which four- or five-year management accounting, financial management, or information technology program he or she has chosen to pursue as a career.
- A minimum cumulative GPA of 3.0 is required between all institutions attended throughout the applicant's undergraduate/graduate academic career.

**Criteria For Selection:**

IMA will base its decision for awarding scholarships on the following items:

1. Academic merit.
1. IMA participation.
2. Quality of applicant's presentation. **(Failure to follow instructions will eliminate an application from consideration.)**
3. One-page résumé reflecting community leadership, extracurricular activities (sports, clubs, and volunteer participation), and work experience (professional related to chosen career or other if applicable).
4. 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 IMA.
  - d. Ideas on how he/she will promote awareness and increase membership and certification within IMA.
5. Strength of recommendations. Acceptable references include current or past employers who can ascertain the candidate's abilities related to his/her chosen career (preferred), 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 IMA (member's IMA number is required).