



Community Associations Institute NJ Chapter  
**Jules C. Frankel**  
Manager Education Assistance Program

## 2018 PROGRAM

Jules C. Frankel was a long time member of CAI and was a key figure in the success and growth of our chapter. Jules was President of our chapter in 2000. Jules also received the followings awards from CAI-NJ: Speaker of the Year in 2003 and Author of the Year in 2004. Jules was inducted in the CAI-NJ Hall of Fame in 2003. Jules was a staunch advocate for manager education and training and was always willing to help with seminars and industry educational programs.

The Jules C. Frankel Manager Education Assistance Program (MAP) was developed to assist New Jersey managers in the common interest community industry in furthering their educational and professional development goals. The MAP provides the opportunity to any CAI-NJ manager member in good standing to apply for a scholarship.

CAI-NJ will provide a fifty percent (50%) reimbursement per course to selected managers for any of the 100, 200, or 300 courses offered by CAI. More than one award may be given per applicant. CAI-NJ will be hosting the following courses in 2018:

- o **M-100**      **May 31 to June 2**      **Mercer Community College**
- o **M-203**      **July 12 to July 13**      **Cranbury Area**
- o **M-100**      **October 18 to October 20**      **Mercer Community College**

All awards must be approved by the CAI-NJ Board of Directors. Accordingly, a submission does not guarantee any applicant assistance. Awards are at the sole discretion of the CAI-NJ Board of Directors.

Please review the attached guidelines and application. If you have any questions, please contact the CAI-NJ office at 609-588-0030 or [info@cainj.org](mailto:info@cainj.org)



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## GUIDELINES AND APPLICATION PROCESS

### **Award:**

- The MAP awards a deserving candidate \$250 per course ( 100, 200 and 300 level courses) towards the PMDP course of his/her choice. More than one award may be given during a calendar year.
- The Scholarship Review Group will award scholarships once per year no later than May 7<sup>th</sup>, 2018.
- Scholarships must be used for PMDP courses offered by any CAI Chapter or CAI National. The M-100 course must be in person. All other courses may be in person or online.

### **Eligibility:**

- At the time of the application and the reimbursement, you must be a member in good standing with the Community Associations Institute and the New Jersey chapter of CAI.
- You must have attended at least 2 CAI-NJ events during the last 12 months.
- You may be asked to provide a follow up piece that will be printed in the Community Trends magazine that summarizes your experience with the MAP and the ways that it has allowed you to advance your professional goals. CAI-NJ reserves the right to modify any content prior to print.

### **Deadlines:**

- All applicants must submit entry no later than May 1<sup>st</sup>, 2018 in order to be considered for a scholarship award. Selections will be made no later than May 7<sup>th</sup>, 2018.

### **Process:**

- Interested candidates must fill out the attached application and answer the questions for review prior to dates. All entries must be typed and complete to avoid disqualification. Entries must be mailed to the chapter office or printed to PDF and emailed to [larry@cainj.org](mailto:larry@cainj.org).
- Anonymous essays are evaluated and award recipients will be selected by the Scholarship Review Group. Should there be a conflict on the committee (meaning that a company representative is evaluating an entry for the same company), that committee member will remove themselves from the process and not participate in the review/selection of the candidates. Since this is an anonymous process, the Chapter Executive Director will inform the Scholarship Review Group members of the conflict.
- Selected managers must submit verification of course completion to the CAI-NJ office within 30 days of conclusion of the course to receive the scholarship reimbursement.
- All classes must be completed by December 31<sup>st</sup>, 2018.

**To apply, visit [www.cainj.org/map](http://www.cainj.org/map)**

Chapter Contact Information  
Larry Thomas, PCAM ~ Chapter Executive Director  
500 Harding Road, Freehold, NJ 07728  
Tel: 609-588-0030 | Fax: 609-588-0040  
Email: [larry@cainj.org](mailto:larry@cainj.org)



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**MANAGER EDUCATION ASSISTANCE PROGRAM APPLICATION- 2018**

The information provided on this page will remain confidential until recipients are selected. Please complete the application and contact the chapter office if you have any questions.

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Work Street Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

Mobile Phone No: \_\_\_\_\_

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

**EMPLOYMENT INFORMATION**

Current Employer: \_\_\_\_\_

Number of Years in the Industry: \_\_\_\_\_ CAI Member Since: \_\_\_\_\_

Current CAI Certification/ Designations:

\_\_\_ CMCA

\_\_\_ AMS

\_\_\_ PCAM

\_\_\_ LSM

To ensure confidential and anonymous selection, please provide a confidential four-digit code that will be printed on your entry.

\_\_\_\_

(Please avoid something like "1234" to avoid duplicating another entrant's code)



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**MANAGER EDUCATION ASSISTANCE PROGRAM APPLICATION- 2018**

Please provide your four-digit code here (from previous page) \_\_\_\_\_

I am applying for the following PMDP class (or classes):

Course Name and Number	Location (or online)	Date
_____	_____	_____
_____	_____	_____

**Please provide answers to the following questions in essay form. Each answer should be 500 words or less. Please number your answers, and attach the separate page(s) to this page.**

1. What personal and professional attributes make for a solid and effective community association manager?
2. The community association management field is constantly evolving. Please provide an example of a lesson-learned that has enabled you to grow professionally in the field and how that has allowed you to become more effective in your role.
3. Briefly explain why you make a good candidate to receive the manager scholarship and explain how the scholarship will foster the development of your career as a community association manager.

**Please list all of the CAI events that you have attended in the twelve months prior to this application. Also list any other CAI involvement during the last 3 years (committees, etc.)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_