



CALIFORNIA HOTEL & LODGING ASSOCIATION EDUCATIONAL FOUNDATION

"WORKING PROFESSIONAL" SCHOLARSHIP PROGRAM

FOR THE 2005-2006 ACADEMIC YEAR

PROGRAM DESCRIPTION

One of three scholarships offered by the California Hotel & Lodging Association Educational Foundation, the **WORKING PROFESSIONAL** is a scholarship program intended to reward lodging employees who seek to: (1) expand their education and knowledge in their current job positions, or (2) expand their education and knowledge in order to be able to obtain a different or better job in the lodging industry. These scholarships are **not** available for individuals who have not yet gone to college but now want to do so; such individuals should apply for one of the Educational Foundation's **General** or **Richard Schroeck** scholarships.

Further, it is the purpose of the scholarship to provide an *incentive* for current lodging industry employees to engage in further education, and not to provide financial assistance, or to provide reimbursement of educational expenses incurred by the employee.

AWARDS AND CRITERIA

- Multiple scholarships in the range of \$500 to \$1,500 per academic year will be awarded to successful applicants.
- The amount of the award will be determined based upon information contained in the completed scholarship application, with the final decision made by the CH&LA Educational Foundation Board of Directors.
- The Foundation's Working Professional scholarships are awarded based on merit, as opposed to an applicant's financial need, and, therefore, completion of the **Financial Information** section of the application is *optional*. However, if a situation arises in which two applicants are otherwise equally qualified, financial need is one criterion that may be considered in awarding the scholarship; therefore consideration should be given to completing that section of the application.
- Many individuals who apply for Foundation scholarships are interested primarily in the culinary arts. If an applicant is *solely* interested in a culinary career, he/she **will not** be eligible for a scholarship. But if the applicant is interested in *hotel-related food and beverage operations*, he/she **will** be considered for a scholarship.

All applicants must meet the following minimum criteria:

1. Must be a California resident.
2. A. Must have graduated from high school with a minimum of a 2.7 GPA (based on a four-point system); **or**,
B. Must possess lodging work experience.
3. At the time of payment of the scholarship, must be currently enrolled in a college or university accredited by the Western Association of Schools and Colleges, or its equivalent,

with a minimum of a 2.7 cumulative GPA. Preference will be given to students attending California colleges and universities.

4. This scholarship is for one academic year. This scholarship may be renewed by re-application. For a new or transferred college or university student, the scholarship will be activated after the first completed semester, and the scholarship will be awarded retroactive for the completed semester.
5. Preference may be given to students demonstrating a financial need.

REVIEW OF APPLICATION

Applications must be fully completed in order to be considered; **incomplete applications will not be considered.**

Scholarship recipients will be selected based on a combination of their academic performance, lodging work experience, college, university, or other educational program attended (or to be attended), financial need (if applicable), and personal attributes. A personal interview may be required. Applicants should be interested in entering a career in the lodging industry.

The applicant **must** include with the application a letter of recommendation from his/her immediate supervisor or general manager. The application should make clear what the applicant plans to do with the education sought to provide greater value to the industry.

SCHOLARSHIP DISTRIBUTION

Employees who receive a scholarship related to work conducted on a typical academic year will be paid directly in two equal installments per academic year. Each scholarship award installment will be made retroactive to the completed school semester. In order for a scholarship award to be funded, a school transcript from the previous semester must first be sent directly by the school to the Foundation. School transcripts must be postmarked no later than February 28 and July 31 in a given academic year. (This transcript must be one that cannot be altered by the student. All transcripts are subject to verification.)

Employees who receive a scholarship related to a specific course of study such as, for example, a course in computer science or in HVAC maintenance, will be paid the amount of the scholarship upon submission of an official certificate of completion of the course sent directly by the course provider to the Foundation.

Scholarship recipients will be notified of their awards by May 31 of the academic year preceding the academic year for which the scholarship is being granted, and awards will be issued March 15 and August 15 of the academic year for which the award is made.

Any scholarship recipient who fails to enroll or cancels enrollment must immediately notify the CH&LA Educational Foundation. Failure to meet all requirements for a scholarship from the CH&LA Educational Foundation may cause a scholarship award to be revoked by the Foundation or repaid by the recipient.

QUESTIONS AND COMMUNICATIONS

Please direct all questions, applications, and correspondence relative to this program to:

**CH&LA Educational Foundation
Scholarship Program
414 Twenty-Ninth Street
Sacramento, CA 95816-3211
916-554-2661; Fax: 916-444-5848
kathy@calodging.com**



CALIFORNIA HOTEL & LODGING ASSOCIATION
EDUCATIONAL FOUNDATION

2005-2006 Academic Year

**WORKING PROFESSIONAL
SCHOLARSHIP APPLICATION**

Please print or type - complete all parts of the application as indicated

NAME:

Last _____ First _____ MI _____

CURRENT ADDRESS:

Address: _____

City _____ State _____ Zip _____

Phone Number (____) _____

PERMANENT ADDRESS:

Street _____

City _____ State _____ Zip _____

Phone Number (____) _____

BACKGROUND INFORMATION:

Date of Birth: _____ **Social Security #:** _____ - _____ - _____

High School Attended:

High School Name: _____

Address _____

City _____ State _____ Zip _____ Transcripts Attached

College/University or Vocational Program Attending/Attended:

Institution Name _____

Address _____

City _____ State _____ Zip _____ Transcripts Attached

Major(s) _____ Dates(s) Attended _____ GPA _____

Degree(s) Obtained _____

EDUCATION PROGRAM TO WHICH YOU WILL BE APPLYING FOR ADMISSION:

Name _____

Address _____

City _____ State _____ Zip _____

Specific Course(s) to Be Taken _____ Start Date _____

WORK HISTORY (last three jobs or past five years; attach separate sheets if necessary):

1. Employer _____ Years Worked _____

Immediate Supervisor _____ Telephone # (____) _____

2. Employer _____ Years Worked _____

Immediate Supervisor _____ Telephone # (____) _____

3. Employer _____ Years Worked _____

Immediate Supervisor _____ Telephone # (____) _____

Explain what you intend to do with the education sought to provide greater value to the industry:

TRANSCRIPTS

Attach your most recent high school, college, university or GED transcript, including grade point average. This *must* be submitted with your application.

PERSONAL BACKGROUND

Please submit a typed one- or two-page, double-spaced statement giving a brief history of your background, achievements, activities, experiences, financial support and need (if you wish), interest in aspects of the lodging industry or of engineering, and any unusual circumstances or other information relevant to this application. Also, please state in detail your career goals. This statement *must* be submitted with your application. Note: This background statement needs to be more than a mere resume; it needs to tell us as much as possible about you as a person.

REFERENCES

You must include with the application an evaluation form or letter completed by your immediate supervisor and/or general manager. You can also submit additional evaluation forms or letters from an employer, a college/university instructor, or a friend of at least five years (no relatives). All such references should include a phone number for the person providing the reference.

FINANCIAL INFORMATION - OPTIONAL

Complete this section with anticipated dollar amounts, and explain your financial support and need as part of your personal background statement. Failure to complete this section will *not* disqualify scholarship applicant; *however*, if a situation arises in which two applicants are otherwise equally qualified, financial need is one criterion that may be considered in awarding a scholarship and, therefore, you should consider completing this section if you need financial assistance in attending/completing school.

PERSONAL INTERVIEW

An interview, either in person or by phone, may be required of scholarship applicant.

CERTIFICATION

I certify that all of the information in or attached to this application is true and complete to the best of my knowledge. I hereby acknowledge that any omission or misstatement is grounds for denial of application, revocation of a scholarship, or reimbursement of scholarship money received.

Signature _____ Date _____

Application must be postmarked no later than **APRIL 15, 2005** and sent to:

CH&LA Educational Foundation
Scholarship Program
414 Twenty-Ninth Street
Sacramento, CA 95816-0405
916-554-2661 • Fax: 916-444-5848

FINANCIAL INFORMATION

FAILURE TO COMPLETE THIS SECTION **WILL NOT** DISQUALIFY THE APPLICANT

Please estimate your income and living expenses for the 2005-2006 academic year. The following information should be realistic and factual as a demonstration of your ability to analyze your financial affairs.

With whom do you reside? Self Parents Relative Other _____

Do you own an automobile? Yes No

INCOME:	Current School Year	Estimated Next Year	
Employment Earnings	\$ _____	\$ _____	
Money from Parents	\$ _____	\$ _____	
Money from Spouse	\$ _____	\$ _____	
Savings to be used	\$ _____	\$ _____	
State/Federal Aid	\$ _____	\$ _____	
Other (specify)	\$ _____	\$ _____	Total Income: \$ _____

COLLEGE EXPENSES:	Current School Year	Estimated Next Year	
Tuition	\$ _____	\$ _____	
Fees	\$ _____	\$ _____	
Food	\$ _____	\$ _____	
Rent	\$ _____	\$ _____	
Books	\$ _____	\$ _____	
Transportation	\$ _____	\$ _____	
Clothing	\$ _____	\$ _____	
Recreation	\$ _____	\$ _____	
Other	\$ _____	\$ _____	Total Expenses: \$ _____

IF YOUR EXPENSES WILL EXCEED YOUR EXPECTED INCOME FOR NEXT YEAR, WHAT PLANS DO YOU HAVE FOR FINANCING THESE DIFFERENCES?
