



## The ICAEF Scholarships

The International Caterers Association Educational Foundation is a not-for-profit foundation created to provide educational opportunities to professional caterers worldwide. It was established to foster the advancement of ICA member firms, in their knowledge of the catering and hospitality industry, as well as the development of sound business practices.

The Foundation makes it possible for qualified individuals including owners, managers and employees of member firms, to attend designated educational conferences in connection with the International Caterers Association. The **Art of Catering Food Conference** is scheduled for August 10-12, 2015 in Salt Lake City, Utah.

Scholarships are awarded based on merit. The criteria includes that the firm must be a member of the ICA for at least one year prior, by conference date. Up to two applications per member firm may be submitted for each conference. All information is kept confidential and only the name of the recipient and the company name will be released. The value of the scholarship is the FULL COST OF TUITION for the conference. (Package does not include social functions-those are the responsibility of the recipient. Candidate is responsible for their own expenses including transportation, lodging, meals, etc.).

## Application Procedure:

**The scholarship application must be emailed as a complete submission and include:**

1. Merit based scholarship application form from an individual of a member firm. The application must be completed in its entirety and emailed on or prior to 11:59PM MST on **May 20, 2015**.
2. Typed personal essay up to three pages written by the applicant.
3. Supporting recommendation letters from the owner of the company (if not the applicant) and at least one other professional in the industry, up to three letters.

For more information or if you have questions regarding the process, please contact Tobe Finch, ICAEF Scholarship Chair at [Tobe@happydayrestaurants.com](mailto:Tobe@happydayrestaurants.com) / 208.790.1082



## Selection of Scholarship Recipients:

All applications will be reviewed by a non-partial committee based on criteria developed from the Scholarship Committee of ICAEF, administered by the Arizona Community Foundation.

## Selection will be based on several criteria:

- Measurable outstanding accomplishments of the individual that would constitute a major contribution to the sponsoring company or the industry in general.
- Consideration of awards, recognitions, published articles, and professional activities outside of company.
- Content of the personal essay indicating career intent for the catering/hospitality industry and why applicant believes they are deserving of this merit scholarship.
- Supporting recommendation letters.

ALL APPLICATIONS MUST BE EMAILED BY **11:59PM MST ON MAY 20, 2015** TO:  
[scholarship@azfoundation.org](mailto:scholarship@azfoundation.org)

To be considered, you must submit your application, essay and supplemental letters in the same email to ensure your complete application is received. Once received by ACF, you will receive a confirmation email. If you do not receive this, you may email [scholarship@azfoundation.org](mailto:scholarship@azfoundation.org) to verify that we have received your complete application.

All applications and supporting documents become the property of the ICAEF and will not be returned. Only fully completed applications with the original supporting documents received by email on or before the published deadline date for submission will be considered.

Members of the **ICAEF Board** and their staff members are NOT eligible for scholarships.

Members of the **ICA Board** and their staff members ARE eligible for scholarships.



## APPLICATION FOR AN ICAEF MERIT SCHOLARSHIP

Applicant's Name: \_\_\_\_\_

ICA Member Company: \_\_\_\_\_

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

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

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

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

**Please check one:**

The person requesting the scholarship is a(n):

**Owner**

**Sales Staff**

**Management**

**Chef**

**Operations Manager**

**Line Cook**

**Equipment Manager**

**Service Staff**

**Other** (please specify) \_\_\_\_\_

What is your main responsibility with your catering operation? \_\_\_\_\_

How long have you worked within the hospitality industry? \_\_\_\_\_

The catering operation is a:        for profit catering concern        not-for-profit catering concern

The catering operation has been in business since: \_\_\_\_\_

The catering operation has been a member\* of the ICA since: \_\_\_\_\_

**\*NOTE:** Company must be a member in good standing for at least one year.

Has any member of your company attended an ICA conference in the past?        Yes        No

Please indicate conference name(s) and year(s) \_\_\_\_\_

Have you attended a previous conference?        Yes        No        If yes, number of times: \_\_\_\_\_



**APPLICANTS:** (please CHECK to acknowledge that these have been included in your email submission)

All applications must submit recommendation letters from the owner of the company (if not the applicant) and at least one other professional in the industry, up to three letters.

Please attach an essay of no more than three typed pages answering the following:

- Why do you want to attend the ICA Educational Conference?
- What do you hope to learn at the conference?
- How will you inform others within your organization about what you learn?
- Will you be held accountable by your company to make recommendations and how will the results of the recommendations be measured?
- How do you see your future in the catering field/hospitality industry and why do you believe you are deserving of this merit scholarship?
- List your Professional Accomplishments relating to the current employing company constituting cost savings, innovation, creativity and/or leadership that has benefited the company or industry.
- List your awards, recognitions, published articles, and professional activities outside of company.

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### Award Terms & Conditions:

- If you leave the employment of your company prior to the conference, the scholarship will be rescinded.
- If your company is no longer in operation, we reserve the right to cancel this scholarship.
- All winners will automatically be an ICA ambassador. Each winner will be assigned a specific duty during the conference. This will not take away your time during the educational programs of the conference.
- You acknowledge that you are responsible for securing and paying for you own travel and entertainment including but not limited to: ground transportation, lodging, meals, etc.
- All winners must submit an essay to ICAEF **post-conference** outlining what receiving this scholarship meant to you and about your experience at The Art of Catering Food 2015 no later than **September 1, 2015**. (Summary shall be no less than 300 words and be typed pages. This may be used for marketing purposes.)

I acknowledge the terms and conditions of this award.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature of Company Owner \_\_\_\_\_

Date \_\_\_\_\_

