



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 Catersource Conference and Tradeshow, the next such conference, is scheduled for March 10-13th 2014 in Las Vegas.

Scholarships are awarded based on financial need and/or merit. The criteria includes that the firm must be a member of the ICA for at least one year prior to submission 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.

Application Procedure:

The scholarship application must be submitted as a complete document and include:

1. A Financial need and/or Merit based scholarship application form by the individual of a member firm. The application must be completed in its entirety and emailed on or prior to **November 15th**.
2. Typed personal essay up to three pages by the applicant.
3. For Financial Need scholarships– a letter from Owner of the member firm (if not the applicant) must be submitted regarding financial need. Your confidentiality will be respected.
4. For Merit scholarships– substantiating documents must be submitted as outlined in the application.

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:

Financial Need Based Scholarships:

- Financial need of the member firm and/or need of the individual applicant.
- Content of the personal essay indicating career intent for the catering/hospitality industry and why applicant believes they are deserving of this scholarship.
- Supporting recommendation letters.

Merit Based Scholarships:

- 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.

ALL APPLICATIONS MUST BE EMAILED TO:

scholarship@azfoundation.org

We highly recommend that you submit your application and supplemental letters in the same email to ensure your complete application is considered. Once received by ACF, you will receive a confirmation email. If you do not receive this, you may email 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 FINANCIAL NEED or MERIT SCHOLARSHIP

Please check one: This application should be based on Need Merit

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):

- | | |
|---|--|
| <input type="checkbox"/> Owner | <input type="checkbox"/> Sales Staff |
| <input type="checkbox"/> Management | <input type="checkbox"/> Chef |
| <input type="checkbox"/> Kitchen Manager | <input type="checkbox"/> Line Cook |
| <input type="checkbox"/> Operations Manager | <input type="checkbox"/> Service Staff |
| <input type="checkbox"/> Equipment Manager | |
| <input type="checkbox"/> 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: _____

All Scholarships:

- All applications should 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?

To apply for Financial Need Awards:

- Include substantiating financial need information in the essay.

To apply for Merit Based Scholarships:

- 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.
- The personal essay should indicate career intent for the catering/hospitality industry and why applicant believes they are deserving of this Merit scholarship.

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.

I acknowledge the terms and conditions of this award.

Applicant's Signature _____

Date _____

Signature of Company Owner _____

Date _____

