

**2010 National Restaurant Association Educational Foundation
Academic Scholarship for High School Seniors and General Education Diploma (GED)
Graduates**

**Application Deadline:
August 18, 2010**

The National Restaurant Association Educational Foundation (NRAEF) awards scholarships starting at \$2,500 to high school seniors, GED graduates and first time freshman who are enrolling in a foodservice related program.

HOW TO APPLY

Please follow the FIVE steps to complete your Application Packet. All materials must be mailed to the NRAEF and postmarked by the deadline date.

STEP #1: Make sure you are qualified for this scholarship. Please read through the qualifications below. If you don't meet ALL of these qualifications you are not eligible to apply.

To be eligible to apply, you must:

- Be a citizen or permanent resident* of the United States of America
- Be a first time freshman. This includes:
 - Graduating high school seniors (You must have graduated from high school by August 2010)
 - GED graduates enrolling in college for the first time**.
 - High school graduates enrolling in college for the first time**.
- Be accepted and plan to enroll in an accredited culinary school, college or university. You must:
 - Enroll as a full-time or substantial part-time student taking a minimum of 9 credit hours each term.
 - Major in culinary, restaurant management, or other foodservice related major.
 - Plan to remain in school for at least two consecutive terms

STEP #2: Complete the required essays for the *Academic Scholarship for High School Seniors and GED Graduates*

The two essays are required as part of the scholarship application packet and must be submitted with your printed and signed application form and other required documents as outlined in these instructions. The essays must be typed and double-spaced. Please put your name on the top of each page of your essays. Your essays must address each item in the essay questions.

Essay #1: Personal Statement (Word Count: 150-300 words)

- What is your ultimate career goal in the restaurant/foodservice industry?
- Tell us about background and experience. Discuss your education and work experience.
- How will your background and experience help you to be successful in your career goal?
- What do you need to do to achieve your career goals? Discuss your educational, work, and personal plans that will help you to reach your career goals.

Essay #2 (Word Count: 350-750 words)

- What experience or person (e.g. mentor, supervisor, etc) most influenced you in selecting the restaurant and foodservice industry of choice?
- What did the person do to influence you?
- What did you learn from this person?
- How will this help you reach your career goals in the foodservice industry?

STEP #3: Complete the online application form at www.nraef.org/scholarships

Complete, print and sign the online application form

*Permanent Resident Alien: Any person not a citizen of the United States who is residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant. Also known as a resident alien permit holder and green card holder.

**If you have previous college experience, please apply for the Academic Scholarship for Undergraduate Students.

STEP #4: Gather all the required documentation

To be considered for a scholarship, your application packet must include the following:

1. Signed hard copy of your online application form.
2. Typed essays.
3. A copy of the letter telling you that you have been accepted at a culinary school, college, or university.
4. A copy of your college curriculum (from your college catalog) with the number of credit hours detailed. Please do **NOT** include the entire catalog.
5. A copy of your high school transcript (unofficial copies **are** acceptable; report cards are not) **OR** a copy of your GED certificate that shows your score.
6. Verification of work experience. Work experience can include any paid employment, volunteer experiences, community service hours, or kitchen/lab experience as part of your education. You will be judged on the work hours that are verified by the following documents. No other documents will be accepted.
 - a. Copies of paycheck stubs. Please do **not** send copies of W-2 forms; they are not proof of hours worked.
OR
 - b. A letter from your employer, supervisor, or teacher verifying your total work hours. It must be on company or school letterhead. Make sure you tell them to include the number of hours you worked.
7. One to three letters of recommendation from current or previous employer(s) or teacher(s) in the restaurant and or foodservice industries. The letters must be on company or school letterhead.
OR
One to three completed NRAEF recommendation forms. The form is the last page in these instructions.

STEP #5: Mail application, essays, and required documentation on or before the deadline date.

Documentation sent separately from the application must be postmarked by the application date or your application will be disqualified.

OTHER IMPORTANT SCHOLARSHIP APPLICATION INFORMATION

REASONS FOR DISQUALIFICATION, IN-ELIGIBILITY, AND RESTRICTIONS

1. Your Application Packet will *not* be considered if it is:
 - Handwritten
 - Incomplete (missing *any* of the required documentation described above)
 - Not signed. If you are under 18 years old, your parent or guardian must also sign it.
2. Please do not send any paperwork that has not been requested. Do **NOT** put your Application Packet into a report cover, binder, or file.
3. You may receive only one NRAEF scholarship per year. NRAEF scholarships are paid over two consecutive terms, and overlapping scholarships are not permitted.

HOW SCHOLARSHIP APPLICATIONS ARE JUDGED AND SELECTED

Applications are judged by a panel of educators, industry leaders, and culinary professionals. Scholarships are awarded on a competitive basis.

The judges will score your application on the following criteria:

- ✓ Presentation (spelling, punctuation, grammar, etc.)
- ✓ Essays (quality of writing, word count, etc)
- ✓ Industry related work experience
- ✓ Strength of the letters of recommendation

HOW YOU WILL BE NOTIFIED

Scholarship recipients and non-recipients will be notified electronically. Information will be sent to the email address you provided in your application approximately twelve weeks after the deadline date. If you are awarded a scholarship, you will receive information from the NRAEF explaining how to claim your scholarship.

Mail your application and all required documents on or before the deadline to:

National Restaurant Association Educational Foundation
ATTN: Scholarship Program
175 West Jackson Boulevard, Suite 1500
Chicago, IL 60604-2702

If you have any questions about the application process contact the NRAEF Scholarship Program office at 800-765-2122, ext. 6738 or scholars@nraef.org.

All instructions, applications, and deadlines are valid only for the specific scholarship and deadline stated on the instructions and applications. Once the stated deadline has expired, the instructions and applications are no longer valid. If you need current scholarship information, please go to our website www.nraef.org/scholarships.



Recommendation Form

NOTE TO THE APPLICANT

A completed scholarship application packet should include one to three recommendations. Please fill out the top section of this page before giving the form to the recommender of your choice.

Applicant's Name: _____ **Recommender's Name:** _____

Type of Recommendation: Academic Foodservice Industry Other _____

NOTE TO THE RECOMMENDER

The applicant has selected you, as a reference, to provide a candid recommendation to the NRAEF as a part of the scholarship application process. Once this form is completed, please return it to the student in a signed envelope with your signature across the seal. The student will submit your sealed recommendation to us along with his/her other application materials. Thank you for your input. Please feel free to attach an additional letter.

How do you know this student? _____

How long have you known this student? _____

If you are an employer or supervisor, please indicate the number of hours this individual worked for you:

less than 250 hours between 250 and 500 hours between 500 and 750 hours over 750 hours

Please rate the applicant:

| | <i>Above Average</i> | <i>Average</i> | <i>Below Average</i> | <i>Unknown</i> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Interpersonal communication skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to work with others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Performance under stress | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Self-confidence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Responsibility and reliability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to accept constructive feedback and learn from it | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Attendance and timeliness | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated interest in the foodservice / hospitality industry | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Tell us how this student stands out from his/her peers and included any additional information you would like to share about the student? (If needed, please attach a separate piece of paper)

Signature of Recommender _____ Date _____

Name of Recommender _____ Phone Number _____

Organization _____ Title _____

Street Address _____ City _____ State _____ Zip _____