

**2010 National Restaurant Association Educational Foundation
Academic Scholarship for Undergraduate Students**

**Application Deadline:
March 31, 2010**

The National Restaurant Association Educational Foundation (NRAEF) awards scholarships starting at \$2,500 to college students who are enrolled 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 college student currently enrolled full-time or substantial part-time (minimum of 9 credit hours) in a foodservice related program at an accredited culinary school, college, or university
- Have completed **at least** one grading term of your college or post-secondary program
- Be enrolled for two consecutive terms or not entering your last semester before graduating

STEP #2: Complete the required essays for the *Academic Scholarship for Undergraduate Students*.

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. Essays must be typed and double-spaced. Please put your name at 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 your 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)

- Pick **one** of the following current issues that effect the restaurant industry: sustainability, food safety, or nutrition.
- Briefly discuss how the issue effects the industry.
- Provide specific examples of what you would do in your career to address this issue

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

Complete, print and sign the online application form.

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 your college curriculum (from your college catalog) with the number of credit hours detailed. Please do **NOT** include the entire catalog.
4. A transcript from your current institution (unofficial copies are acceptable; report cards are not)

* *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.*

5. 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.
6. One to three letters of recommendation from current or previous employer(s) or teacher(s) in the restaurant and or foodservice industries. All 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.
4. You will be disqualified if you will not be enrolling for two consecutive terms because you are entering your final semester or graduating prior to May 2011.

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 are notified via U.S. Mail approximately twelve weeks after the deadline date. If you are awarded a scholarship, you will receive a letter 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.

The NRAEF wishes you success in your academic and career goals.

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 include 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 _____