



## 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, scheduled for August 4-6, 2014 Atlanta, is designed primarily for Culinary staff, including chefs, cooks and support staff.

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. Up to two (2) 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. Note: Candidate is responsible for their own expenses including transportation, lodging, meals, etc. (Package does not include social functions which are the responsibility of the recipient)

## Application Procedure:

**The scholarship application must be submitted as a complete packet 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 or received by mail on or prior to May 31, 2014.
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 should submit recommendation letters from the owner of the company (if not the applicant) and at least one other professional in the industry.

### **ALL APPLICATIONS MUST BE mailed or emailed to:**

International Catering Association Education Foundation  
C/O  
Arizona Community Foundation  
Attn: Scholarships  
2201 E Camelback Rd. Suite 405B  
Phoenix, AZ 85016

OR by email: [scholarship@azfoundation.org](mailto:scholarship@azfoundation.org)

We highly recommend that you submit your application and supplemental letters in the same envelope or 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](mailto:scholarship@azfoundation.org) to verify that we have received your complete application.

Any questions regarding the application process can be forwarded to Corrine Dudine at [czd@dudine.com](mailto:czd@dudine.com)

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 mail or 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 (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

## **Please check only one line in each category:**

The person requesting the scholarship is a(n):

\_\_\_\_\_ Owner

\_\_\_\_\_ Management

\_\_\_\_\_ Employee

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? \_\_\_\_\_

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

## **Have you attended a previous conference?**

Yes or No \_\_\_\_\_ If yes, number of times \_\_\_\_\_

## **All Scholarships:**

- Include up to three letters of recommendation.
- 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 part of an ICA Culinary Council mentorship program. Each winner will be assigned to a specific Culinary Council Committee member and will work alongside this chef for a total of eight hours during the conference, learning technique, monitoring production and having ALL of their questions answered. Once you have been selected as a winner, we will put you in touch with that chef so your mentoring could begin immediately.
- All **winners** must submit an essay to ISAEF post-conference outlining what receiving this scholarship meant to you and about your experience at The Art of Catering Food no later than August 30, 2014. (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 and acknowledge that I am aware that I will be responsible for securing and paying for my own travel and entertainment including but not limited to: ground transportation, lodging, meals, etc.

**Applicant's Signature and date**

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**Signature of Company Owner and date**

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