

**2010 National Restaurant Association Educational Foundation
ProStart® National Certificate of Achievement Scholarship**

**Application Deadline:
August 18, 2010**

The National Restaurant Association Educational Foundation (NRAEF) awards scholarships starting at \$2,500 to graduating high school seniors who have earned a ProStart National Certificate of Achievement and plan to enroll 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 graduating high school senior (You must have graduated from high school by August 2010)
- Have earned a ProStart National Certificate of Achievement by August 17, 2010.
- Plan to attend full-time or substantial part-time (minimum of 9 credit hours) in a foodservice related program at an accredited culinary school, college, or university

STEP #2: Complete the required case study for the ProStart National Certificate of Achievement Scholarship.

This case study is required as part of the scholarship application packet and must be submitted with your printed and signed application and other required documents as outlined in these instructions. Please put your name on the top of each page of the case study. The case study must be between 250 - 500 words, typed and double spaced.

Case Study:

You are applying for a job in your favorite area of foodservice or the restaurant industry. Write a cover letter to apply for this job. Your cover letter should be written in business letter format. **Use your current qualifications, background, and experience.** Your cover letter should include the following information.

1. The position you are applying for and what kind of company/restaurant (if it is fine dining, etc).
2. Briefly explain why you are interested in the position.
3. Describe your current qualifications, background, and experience. Provide examples of your skills and training.
4. Discuss what qualities you can bring to the company/restaurant and how your skills will fit the requirements of the position and will benefit the employer.
5. Describe how this job will help with your overall career goals.

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

Complete, print and sign the online application form. If you are under 18 years old, your parent or guardian must sign it.

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 case study. The case study is not completed in the online application form, but must be typed separately and mailed in with the complete application packet.
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 copy of your current high school transcript. Your transcript must include grades and a grade point average from your senior year. Unofficial copies **are** acceptable; report cards are not.
5. A copy of the letter telling you that you have been accepted at a culinary school, college or university.
6. A copy of your ProStart National Certificate of Achievement. If you do not have your certificate, your certificate will be verified by the NRAEF staff.

* 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.

STEP #5: Mail application, case study, 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 did not earn a ProStart National Certificate of Achievement by the required date for this scholarship.
4. 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.)
- ✓ Case Study (quality of writing, word count, etc)

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.

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.