

# 10<sup>th</sup> Annual Accounting Career Awareness Program Summer Residency Week

A Career Development Program for Ethnic Minority High School Students

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Presented by the  
National Association of Black Accountants, Inc.  
Houston Metropolitan Chapter

Hosted at the  
University of Houston  
C.T. Bauer College of Business

**July 15 - 21, 2018**

## **2018 APPLICATION PACKAGE**

**Application Deadline: Saturday, April 14, 2018**

This application is also available on our website at [www.nabahoustonacap.com](http://www.nabahoustonacap.com).

## HOUSTON PROGRAM DETAILS

ACAP is a free one-week summer residency program held on a college campus. The program introduces students to accounting, finance, economics and business management through a tailored curriculum involving University of Houston faculty and guest lecturers from Corporate America, self-owned businesses and government agencies.

### **Program Overview**

- Sunday – Opening Reception and Introduction to College Life
- Monday – Technical Skills
- Tuesday – Soft Skills
- Wednesday – Corporate Tours
- Thursday – Personal Development
- Friday – College Preparation
- Saturday – Community Service and Closing Banquet

Previous student participants have been taught by and interacted with professionals and executives from companies such as Cargill; Chevron; Comerica Bank; Deloitte; Emerson; Enbridge (formerly Spectra Energy); Ernst & Young; ExxonMobil; Grant Thornton; the Internal Revenue Service; JP Morgan Chase; KPMG; PricewaterhouseCoopers; Shell; Statoil; Stinnett and Associates; Williams and many more.

ACAP's goals are:

- To increase the number of ethnic minority high school students that attend college and major in accounting or business-related fields,
- To provide educational enrichment experiences for high school students, and
- To provide a pipeline program for directing these students to the accounting profession.

### **Participant Criteria**

The student selection process is competitive. Students must submit a complete application packet which includes the ACAP application, two letters of recommendation, a transcript, a photograph, and an essay. In addition to submitting the application, applicants must attend an interview. A maximum of 24 students will be accepted. The participant criteria for the Houston ACAP summer residency program are as follows:

- Be an ethnic minority
- Be a current high school student as of the application deadline date
- Be at least 14 years old
- Minimum grade point average of 2.7

### **Scholarship Opportunities**

Students selected to participate will have an opportunity to earn scholarships. The ACAP application serves as the scholarship application. Scholarships range from \$100 to \$1,500. The various scholarship pools are briefly described below:

- Corporate Sponsored – based on academic performance and participation during the program
- Individual Donor Sponsored – based on specific criteria
- Souvenir Booklet Contest – based on total ads sold for the souvenir booklet

### **Refundable Security Deposit**

ACAP is offered to participants at no charge, however, participants must pay a **\$60 refundable security deposit** at the Student Parent Meeting held in June. The deposit is returned at the end of the program week if no damages have been incurred. If selected and your circumstances change, please notify the ACAP staff immediately. We appreciate your cooperation. **Withdrawal** from the program **after Sunday, July 1** or **failure to appear** at check-in on Sunday, July 15 **will** result in a **forfeiture of your deposit**.

### **Potential Program Expenses**

- Banquet Tickets for Family and Friends - \$45 each (optional)
- Ads for the Souvenir Booklet – Ranges from \$5 to \$100 each (optional)
- Lost Key Replacement Fee – approximately \$162 (incidental)
- Lost Meal Card Replacement Fee – \$15 (incidental)

## Program Attire

ACAP participants are expected to adhere to the following dress code:

- Opening Reception & Program Sessions – Business Casual
- Corporate Tour – ACAP-provided Polo Shirt and Slacks or Skirts (no jeans)
- Community Service Project – ACAP-provided T-shirt and shorts or jeans
- Closing Banquet – Business Professional

### Corporate Tour



### Community Service



### Sessions/Opening Reception



### Closing Banquet



## ACAP Participants have enrolled in the following universities:

- Baylor University
- Dillard University
- Hampton University
- Howard University
- Jackson State University
- Lamar University
- Lindenwood University
- Lone Star College - North Harris
- Louisiana State University
- Millsaps College
- Northwood University
- Prairie View A&M University
- Sam Houston State University
- Southern University
- Stephen F. Austin State University
- Texas A&M University
- Texas Southern University
- Texas Tech
- Tougaloo College
- University of Houston
- University of North Texas
- University of Pennsylvania
- University of Saint Mary
- University of Texas at Arlington
- University of Texas at Austin
- University of Texas at San Antonio
- Xavier University

## **HOUSTON ACAP PROCESS**

### **ACAP Application Submission**

Applications must be postmarked by Saturday, April 14, 2018.

Mail To:

Accounting Career Awareness Program

Attn: Student Committee Chair

3262 Westheimer #420

Houston, Texas 77098

or

Scan and Email to: [info@nabahoustonacap.com](mailto:info@nabahoustonacap.com) with subject line "ACAP 2018 Application"

### **Application Review Period**

Monday, February 5, 2018 – Saturday, April 28, 2018

### **Mandatory Student Interviews**

Saturday, May 19, 2018

University of Houston Room TBD

(Business Professional Attire Required)

### **Decision Notification Period**

Tuesday, May 29, 2018 – Saturday, June 2, 2018

### **Souvenir Booklet Scholarship Contest**

Saturday, June 2, 2018 – Thursday, July 12, 2018

ACAP Participants solicit congratulatory ads from family, friends and local businesses.

*(Top 3 sellers will win 50% of their sales in the form of a scholarship)*

### **Mandatory Student/Parent Informational Meeting & \$60 Refundable Security Deposits Due *(Cash Only)***

Saturday, June 9, 2018

10:00 am to 12:00 noon

University of Houston C.T. Bauer College of Business - Room TBD

(Business Professional Attire Required. A group photograph will be taken.)

### **ACAP Residency Week**

Sunday, July 15 to Saturday, July 21, 2018

University of Houston C.T. Bauer College of Business

- Sunday, July 15 - Opening Reception
  - Open to ACAP Students and Immediate Family Members
- Wednesday, July 18 - Corporate Tour
  - Open to ACAP Students Only
- Saturday, July 21 - Closing Banquet
  - Open to ACAP Students, Guests and Corporate Sponsors
  - Guest Tickets \$45; purchase by July 15

### **Security Deposits Returned** (if no incidentals incurred)

Saturday, July 21, 2018

*You have the option to donate your security deposit to ACAP 2019.*

# **APPLICATION**

## **Accounting Career Awareness Program A Summer Residency Program July 15 - 21, 2018**

**Students must submit this application along with two letters of recommendation, a copy of your current academic transcript, a photograph and an essay postmarked by Saturday, April 14, 2018. Any application postmarked after that date will be considered ineligible. Eligible applicants will be required to participate in an interview.**

**PLEASE COMPLETE THIS APPLICATION BY TYPING OR PRINTING IN BLACK OR BLUE INK.**

Name: \_\_\_\_\_

First

Middle initial

Last

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

HS Graduation Year: \_\_\_\_\_ Gender: ( ) M ( ) F Grade Point Average (GPA): \_\_\_\_\_

School Name: \_\_\_\_\_

College you plan to attend: \_\_\_\_\_

Ethnic Background (you must check one only):

( ) African American ( ) Hispanic ( ) Native American ( ) Asian ( ) Other (Specify): \_\_\_\_\_

Shirt Size: \_\_\_\_\_

(Polo shirts will be provided for the corporate tours and t-shirts will be provided for the community service project).

How did you hear about ACAP? \_\_\_\_\_

### **MAIL APPLICATIONS TO THE FOLLOWING ADDRESS:**

**Accounting Career Awareness Program  
Attn: Student Committee Chair  
3262 Westheimer #420  
Houston, Texas 77098**

**AWARDS AND ACTIVITIES**

Please list scholastic awards and other honors you have received and organizations or extracurricular activities of which you are a member in your school, community, and/or church. Indicate leadership positions held.

**SCHOLASTIC AWARDS AND OTHER HONORS:**

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**EXTRACURRICULAR ACTIVITIES:**

**# OF YRS  
INVOLVED**

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**TWO LETTERS OF RECOMMENDATION**

Please submit two letters of recommendation; one from a teacher and one from a guidance counselor, coach, or club/group advisor. Letters cannot be written by relatives.

**HIGH SCHOOL TRANSCRIPT**

Please submit or request a school official to send a copy of your high school transcript to the mailing address noted above.

Name and Title of school official sending transcript:

\_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PHOTOGRAPH**

Please provide a photograph of yourself. Digital photographs are recommended and can be sent to [info@nabahoustonacap.com](mailto:info@nabahoustonacap.com).

**STUDENT STATEMENT OF INTEREST**

Please write and attach an essay (at least 100 words) as to why you should be considered for the Accounting Career Awareness Program (ACAP).

**ACKNOWLEDGMENTS**

In submitting this application, I hereby certify that:

- 1 I am an ethnic minority student;
- 2 The information submitted in this application is complete and correct and if any changes occur, I will provide them promptly;
- 3 I understand that submission of this application constitutes permission to use my name and/or photograph for promotional purposes and my address and/or email for recruitment purposes;
- 4 I understand that if I am selected for ACAP and I do not participate, I may forfeit my \$60 security deposit.

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent's/Guardian's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent's/Guardian's Email Address

\_\_\_\_\_

Parent's/Guardian's Telephone

\_\_\_\_\_

School Counselor's Signature

\_\_\_\_\_

Date