

11th Annual Accounting Career Awareness Program Summer Residency Week

A Career Development Program for Ethnic Minority High School Students



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 14 - 20, 2019

2019 APPLICATION PACKAGE

Application Deadline: Saturday, April 20, 2019

This application is also available on our website at 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 Monday, July 1** or **failure to appear** at check-in on Sunday, July 14 **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 20, 2019.

Mail To:

Accounting Career Awareness Program

Attn: Student Committee Chair

3262 Westheimer #420

Houston, Texas 77098

or

Scan and Email to: info@nabahoustonacap.com with subject line "ACAP 2019 Application"

Application Review Period

Monday, March 4, 2019 – Wednesday, April 24, 2019

Mandatory Student Interviews

Saturday, May 4, 2019

University of Houston Room TBD

(Business Professional Attire Required)

Decision Notification Period

Monday, May 13, 2019 – Saturday, May 18, 2019

Souvenir Booklet Scholarship Contest

Saturday, May 18, 2019 – Thursday, July 11, 2019

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 1, 2019

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 14 to Saturday, July 20, 2019

University of Houston C.T. Bauer College of Business

- Sunday, July 14 – ACAP Check-in
 - Dinner will be served for ACAP students
- Wednesday, July 17 - Corporate Tour
 - Open to ACAP Students Only
- Saturday, July 20 - Closing Banquet
 - Open to ACAP Students, Guests and Corporate Sponsors
 - Guest Tickets \$45; purchase by July 14

Security Deposits Returned (if no incidentals incurred)

Saturday, July 20, 2019

You have the option to donate your security deposit to ACAP 2020.

MAIL APPLICATIONS TO THE FOLLOWING ADDRESS:

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

or

EMAIL: info@nabahoustonacap.com

APPLICATION

**Accounting Career Awareness Program
A Summer Residency Program
July 14 - 20, 2019**

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 20, 2019. Any application postmarked after that date will be considered ineligible. Eligible applicants will be required to participate in an interview on Saturday, May 4.

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/Guardian Name: _____ Parent/Guardian Cell Phone: _____

Parent/Guardian Email Address: _____

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

High School Name: _____

College you plan to attend: _____

Ethnic Background: () African American () Hispanic () Native American () Asian () Other: _____

Shirt Size: _____ (Polo shirts will be provided for the corporate tour and t-shirts for the service project).

How did you hear about ACAP? _____

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.

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

School Counselor's Signature

Date