

## **CAREER ADVANCEMENT AWARD CRITERIA**

On January 14, 1961, the members of the permanent Career Advancement Scholarship Committee (composed of a member from each Chapter in Region VII) met in Geneva, New York and unanimously approved the criteria for the project. Amendments were made at subsequent meetings: October 15, 1972 at Trenholm East, Rochester; August 1, 1973 at Penn Yan; October 28, 1973 at Sodus Point; October 3, 1977 at Geneva; April 17, 1988 at Clifton Springs and April 23, 1989 at Waterloo, and April 20, 2002 at Geneva. More revisions were made in Fall, 2010. A complete revision was approval in Bath, New York in Fall, 2016.

### **PURPOSE:**

To aid women who are working or returning to the work force that needs additional an educational opportunity to improve her working position and also needs financial assistance with any costs to accomplish her goal.

### **COMMITTEE CRITERIA:**

1. Selection is made without regard to race, color, creed, physical limitations or national origin of individuals.
2. The completed application should be submitted via regular mail or e mail to the Career Advancement Award (CAA) Chair of the New York State Women, Inc. (NYSW) Region VII (or a representative of a local chapter in Region VII who will in turn forward to the CAA Chair).
3. The deadline for filing the completed applications with the Region VII Award Committee is postmarked on or before **March 1<sup>st</sup>**.
4. Notification of the Award will be made by the Region VII CAA Committee Chair by April 1, and the recipient verifying her acceptance of the award by April 15 to the Region VII Chair.
5. If a prior applicant wishes to reapply for the forth-coming award, an updated application must be submitted to the Region VII CAA Committee Chair after April 15<sup>th</sup>.
6. Award will be made on a written composition of approximately 500 words explaining the candidates'
  - Personal attributes and goals
  - Career experience and goals
  - Financial need
  - Explanation on how this educational opportunity will help the candidate achieve her goals



## **region VII**

7. Applicant must submit 2 letters of recommendation to Region VII CAA Committee with the application.
8. Region VII is very interested in the recipient's experiences and achievements following this education opportunity. Communication with the Region VII CAA Chair would be appreciated.
9. There shall be no specific age requirements or limitations except that the recipient have at least one year working experience and be pursuing a career advancement educational opportunity including but not limited to a training program or an undergraduate degree.
10. The Region VII Career Advancement Award Committee includes a Chairperson who shall be appointed by the Regional Director and a representative from each of the local Chapters of Region VII.
11. It is recommended that \$50.00 per year be set aside in the annual Region VII budget for the expenses at the Regional level of the Career Advancement Award Committee, e.g. dinner of the award recipient at Spring Regional meeting, postage, copying, long distance phone calls, etc.
12. This Committee further recommends that the local chapters take the initiative in the expansion of this project. This would involve publicity, increase in contributions, and search for eligible applicants within their chapter or community.
13. The final decision on the applicant be made by the Career Advancement Award Committee on the basis of all of the stated "Applicant Requirements". The vote will be limited to one member from each chapter. The Regional Chair does not have a vote, except in the case of a tie.
14. Region VII and each Regional VII Chapter should maintain accurate records of the Career Advancement Award Committee activities including:
  - Publicity
  - Minutes of the meetings
  - Correspondence
  - Financial expenditures
  - Retention for 2 years, all applicant materials, thereafter to be shredded.
15. Money is raised for the CAA by:
  - a per member assessment for each chapter in Region VII
  - personal and Chapter donations
  - fund raising activities

### **CAREER ADVANCEMENT TIMELINE**

November 1: Chapter donations to Career Advancement Award (CAA) due to Region VII Treasurer

January 1: The Award amount to be determined by Region VII based on availability of funds.

March 1: Application and letters of recommendation due to Region VII CAA Committee Chair

March 1-March 31: Region VII CAA Committee to deliberate and notify local chapter(s) of results.

April 1: Notification to the Award recipient and her acceptance is to be done by telephone followed up by a written confirmation via regular mail or e mail. This notification is done by the Region VII CAA Chair.

Award is to be made at the Spring Region VII meeting, so above dates are subject to modification.

Applications for the following year should be submitted after April 15<sup>th</sup> to the Region VII Career Advancement Award Committee Chair.

**CAREER ADVANCEMENT AWARD APPLICATION**

Instructions:

Please fill out the personal information below and submit it with the 500 word composition and 2 letters of recommendation to Region VII Career Advancement Award Chair:

Address of Chair      Jacquie Shellman  
                                 PO Box 563  
                                 Lima, NY 14485

Submission of application can be done electronically.

**1. Personal Data:**

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

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

Telephone (H) \_\_\_\_\_  
                                 (W) \_\_\_\_\_

Dependents:  
Number: \_\_\_\_\_ Ages: \_\_\_\_\_

**2. Education:**

High School/ GED \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Post High School:

Name                      Dates Attended/Graduation Date                      Degree/ GPA

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. New York State Women, Inc.**

Are you a member of New York State Women, Inc. Yes No  
Chapter \_\_\_\_\_

**4. Required Documents:**

(1) Personal Information Sheet

(2) Two (2) letters of recommendation: one personal and one from an educational, business, or professional source.

(3) Composition: Must be typewritten, approximately 500 words and includes:

- Personal attributes and goals
- Career experiences and goals
- Financial need
- Explanation of how this educational opportunity will help the applicant achieve her goals

The application deadline to the Region VII Career Advancement Award Committee Chair is March 1 and may be submitted any time after April 15<sup>th</sup> for the following year. All of the above instructions must be complete or the application will not be accepted.