

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 approved 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 **April 30th**.
4. Notification of the Award will be made by the Region VII CAA Committee Chair by May 5th, and the recipient verifying her acceptance of the award by May 6th 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 May 6th.
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
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

April 30: Application and letters of recommendation due to Region VII CAA Committee Chair

May 1-5: Region VII CAA Committee to deliberate and notify local chapter(s) of results.

May 6: 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 May 6th 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 April 30th and may be submitted any time after May 6th for the following year. All of the above instructions must be complete or the application will not be accepted.