



Dear Applicant:

The Hotel Association of Greater Dallas is pleased to announce that we will be awarding at least \$15,000 in scholarships for the 2008/2009 academic year. Scholarships will be awarded in the following four categories: 1) continuing education, 2) associate degree, 3) undergraduate, and 4) an educator's award. Recipients will be selected by the Hotel Association of Greater Dallas' Board of Directors Scholarship Committee.

Student applications must be received no later than April 11, 2008 to be considered for the 2008/2009 academic year.

Educator applications must be received no later than June 2, 2008 to be considered for the 2008/2009 academic year.

Attached you will find the applications, guidelines, eligibility requirements, and judgment criteria of the Hotel Association of Greater Dallas' Scholarship. We ask that you fill in the application completely and accurately, paying special attention to the essay portion.

Please contact the Association office with any questions or concerns that may arise. We look forward to reviewing your application and wish you the best of luck!

Best Regards,

A handwritten signature in black ink, appearing to read "Michael Lynch". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Michael Lynch
Scholarship Chairman



2008/2009 Scholarship

Guidelines

1) Scholarships are divided into five categories: continuing education, associate degree, undergraduate, graduate degree, and Hospitality Educator.

2) Scholarships are awarded in the following amounts:

\$500 per academic year for Continuing Education and Associate Degrees

\$1,000 per academic year for undergraduate degree

\$1,000 for hospitality educators.

These scholarships cover the fall and spring semesters within the same academic year, when the student is physically attending classes. The educator scholarship is for programs that would enhance their abilities to encourage and educate students in a career in Hospitality Management.

3) Scholarship recipients are selected by the Hotel Association of Greater Dallas' Board of Directors Scholarship Committee, based upon the selection criteria established.

- Scholarships are distributed directly to the recipients upon receipt of proof of enrollment in the required hours
- Educator Scholarships are awarded within the 12 months following the receipt of the award. Funds not taken by that time, (12 months following the receipt of award), will be forfeited
- A letter of acceptance is required of students entering their first year at a college or university
- A report of grades or certificate of completion must be submitted each semester in order to be eligible for the next scholarship installment
- Report of grades must also include proof that the required hours were completed:
 - 3 hours minimum for continuing education
 - 12 hours minimum for undergraduate
 - 12 hours minimum for associate

4) The scholarship awards are to be used by the recipients for education and/or related expenses. All scholarships awarded by the Hotel Association of Greater Dallas are considered to be grants, not loans.

5) Scholarship awards must be claimed within 90 days of completion of second term of a two term scholarship.

6) It is the responsibility of the recipient to contact the Hotel Association of Greater Dallas, to claim the scholarship, once awarded.

Eligibility Requirements

Previous Scholarship Recipients are eligible to re-apply if they successfully completed the requirements under their first scholarship.

Continuing Education Scholarship

In order for a student to be eligible, he or she must:

- Not be eligible to receive full tuition reimbursement from current employer or other source
- Be enrolled in an accredited hospitality-related program in an institution of higher learning
- Provide registration of course, certificate of completion and or transcripts.
- Be currently employed by a member of the Hotel Association of Greater Dallas

Associate Degree Scholarship

In order for a student to be eligible, he or she must:

- Be enrolled full-time and complete 12 hours minimum per semester in an accredited hospitality-related degree program at an institution of higher learning or be participating in a high school hospitality program preparing to enter an institution of higher learning and accepted into an institution of higher learning in order to obtain a hospitality related degree
- Be currently working in or have past work experience in the hospitality industry
- Have and maintain at least a 2.75 GPA (on a 4.0 scale)
- Claim the award within 90 days of completion of second term of a two-term scholarship - If you are not able to provide the Association with the required documentation that the 12 hours were completed, you will not be eligible to receive the second term scholarship

Undergraduate Degree Scholarship

In order for a student to be eligible, he or she must:

- Be enrolled full-time and complete 12 hours minimum per semester in an accredited hospitality-related degree program in an institution of higher learning in order to obtain a hospitality related degree
- Be currently working in or have past work experience in the hospitality industry
- Have and maintain at least a 2.75 GPA (on a 4.0 scale)
- Claim the award within 90 days of completion of second term of a two-term scholarship - If you are not able to provide the Association with the required documentation that the 12 hours were completed, you will not be eligible to receive the second term scholarship

Hospitality Educator Scholarship

In order for an educator to be eligible, he or she must:

- Be a full time educator, currently employed at an area High School or place of Higher Education where an associates or greater degree may be earned in the fields of Hospitality management
- Be able to provide evidence that Hospitality Career education is a part of the curriculum taught by applicant, so as to be able to include educators that may have a broader responsibility to career or vocational training than just Hospitality Training, but include this in their curriculum
- Be able to provide evidence that student(s) have actually chosen Hospitality as a major for continued education or worked in the Hospitality Industry

Criteria

The following criteria will be examined in the selection process:

Students

- The recipient must be enrolled in an accredited secondary education program offering a degree in Hotel/Restaurant and/or Hospitality Industry Management.
- The recipient must have declared a major or minor in Hotel/Restaurant and/or Hospitality Industry Management.
- The recipient must have maintained a 2.75 overall GPA for the past two years.
- The recipient must provide proof of acceptance from college/university (first year) and/or proof of enrollment for the upcoming semester.
- The recipient's permanent residence must be in Dallas, Tarrant, or a contiguous county.
- The recipient must have no major disciplinary actions on record for the past twelve months.
- Employment history.
- The recipient must be a citizen of the United States or enjoy permanent resident status.

Educators

- Claim the award within 12 months of the announced receipt of the award.
- The educator must use the funds in a way that will enhance their teaching and or understanding of the industry. (few examples are listed)
- The recipient must be an educator at an area high school or in an accredited secondary education program offering a degree in Hotel/Restaurant and/or Hospitality Industry Management, with the area defined as Dallas, TX or any contiguous county.
- The recipient must be able to provide documentation of their employment.
- The recipient must have been in said educational position for at least two years.
- The recipient must provide proof of the expenses incurred with in the 12 month window defined.
- The recipient must be able to provide written recommendation from a superior within the place of employment as to their worthiness, area of responsibility and tenure.
- Employment history.
- The recipient must be a citizen of the United States or enjoy permanent resident status.

Application Distribution and Deadlines

- 1) **Scholarship applications will be available each year as follows:**
 - The scholarship applications should be made available to prospective applicants by area high schools and accredited colleges or universities offering hospitality programs.
 - Completed student applications must be received in the Hotel Association of Greater Dallas office no later than April 11, 2008. Notification of scholarship recipients will be made the third week of April, the decisions to be made by the Hotel Association of Greater Dallas' Board of Directors upon the recommendations of the Hotel Association of Greater Dallas' Scholarship Committee.
 - Completed educator applications must be received in the Hotel Association of Greater Dallas office no later than June 2, 2008. Notification of scholarship recipients will be made the third week of June, the decisions to be made by the Hotel Association of Greater Dallas' Board of Directors upon the recommendations of the Hotel Association of Greater Dallas' Scholarship Committee.

- 2) **The scholarship applications will be made available to prospective applicants through distribution as follows:**
 - Area high school hospitality education instructors
 - Regional Participating Schools offering degree programs in hospitality management
 - Members of the Hotel Association of Greater Dallas.
 - Hotel Association of Greater Dallas website, www.greaterdallashotels.com



325 N. St. Paul, Suite 2370
Dallas, TX 75201

2008/2009 SCHOLARSHIP APPLICATION

I am applying for the (check one):

- Continuing Education Scholarship (\$500 per academic year)
- Associate Degree Scholarship (\$500 per academic year)
- Undergraduate Degree Scholarship (\$1,000 per academic year)

Name of Applicant:

Name of College/University/High School:

(Name of Employer for Continuing Ed. Applicants)

Signature of Applicant:

Signature of Academic Advisor:

(Signature of Employer for Continuing Ed. Applicants)

If you have applied for this scholarship before, please indicate the year: _____

If you received this scholarship before, please indicate the year: _____

I. Personal Information (Please Print)

1. Name of applicant _____

2. Permanent Address _____

3. Parent's or Guardian's full name
(continuing education students excluded) _____

4. Parent's or Guardian's address
(continuing education students excluded) _____

5. Phone number (____) ____ - ____

6. Number in immediate family of public, high school and college age ____

7. I attest that I am (check one of the following):

A citizen or national of the United States A Lawful Permanent Resident

II. School Information

1. Name of school you are now attending
(continuing education students excluded) _____

2. Expected date of graduation _____

3. What foreign languages can you speak/write?
How well? Fluently Understandably

4. What jobs have you held or do you currently hold in the hospitality industry (indicate whether full-time or part-time employment, during the summer or school year, the approximate number of hours per week, and your earnings - if any). Attach a separate sheet if necessary.

5. List the extra-curricular or work activity that you feel has contributed the most to your development. Attach a separate sheet if necessary.

III. Personal History

Write an essay of your personal background, interests, etc., (not more than 500 words) to include:

1. When you became interested in the hospitality industry
2. Your experiences in the industry as a customer, and/or as a worker
3. Why you think you have the aptitudes and interests necessary for success in the lodging industry
4. What your career goals are within this industry

IV. Financial Status

Do you expect to receive any financial loans, grants, scholarships or tuition reimbursement from other private or public sources? If so, please list name and type of funding and amount.

V. Letters of Recommendation

Two letters of recommendation are required. You must submit letters attesting to your character and integrity from two of the following four professionals: hospitality program dean, hospitality educator, hotel general manager and/or immediate hospitality supervisor.

VI. Transcripts

A certified copy of all of your college transcripts must accompany this application. *High School seniors please submit your high school transcript. Continuing education applicants excluded.*