

## The ICAEF Scholarships

The International Caterers Association Educational Foundation is a not-for-profit foundation created to provide educational opportunities to caterers worldwide. It was established to foster the development of member firms in the advancement of their knowledge and education of the catering and hospitality industry as well as the development of sound business practices.

The foundation makes it financially possible for qualified individuals including the ownership, management and employees of member firms to attend designated educational conferences in connection with the International Caterers Association. Two such conferences currently offer scholarship opportunities. These include the *catersource* / ICA Winter Conference and the *catersource* / ICA Summer Symposium, each held annually.

Scholarships are awarded to owners or employees of deserving firms who demonstrate the financial need for assistance as stipulated in guidelines created by the ICAEF. Criteria includes that the firm must be a member of the ICA for at least one year. Up to two applications per member firm may be submitted for either conference. A firm or individual may apply only once in a calendar year (January-December). All information is kept confidential and only the name of the recipient and the company name will be released.

### **For the *catersource* / ICA Winter Conference, the following scholarships are available:**

#### **Full Scholarship – up to \$1,500**

This includes full conference registration, CATIE Award ticket and some additional money to be used towards hotels and transportation.

#### **Partial Scholarship – up to \$1,000**

This includes full conference registration and CATIE Award ticket.

#### **Financial Assistance Scholarship - \$500**

This scholarship is awarded to an individual within a company who is paying for the conference on their own – and who has not applied for one of the above scholarships. These funds are discretionary and may be used as the recipient sees fit.

### **For the *catersource* / ICA Summer Symposium, we offer:**

#### **Full Scholarships valued up to \$750**

This includes full conference registration and some additional money to be used towards hotels and transportation.

#### **Partial Scholarships up to \$500**

To be used for the full conference registration.

#### **Financial Assistance Scholarships valued at \$250**

This scholarship is awarded to an individual within a company who is paying for the conference on their own – and who has not applied for one of the above scholarships. These funds are discretionary and may be used as the recipient sees fit.

**The Chef Reinhard Jacob Memorial Scholarship.** This scholarship is only available for those in the culinary field and limited to chefs, sous chefs and prep cooks.

Chef Reinhard Jacob, who passed away in 2005, was a loyal and dedicated member of the ICA and the ICA Culinary Council. This scholarship was created in his memory. These scholarships are available in the same denominations as the winter and summer scholarships with the same criteria.

## **Application Procedure:**

The scholarship application must be submitted as a complete packet and include:

1. Application for the desired conference by the individual of a member firm, completed in its entirety.
2. Typed personal essay up to three pages by the employee applying for scholarship consideration.
3. Letter from the member firm regarding financial need (confidentiality will be respected)

## **Selection of Scholarship Recipients:**

All applications will be reviewed and the scholarship recipients selected by the ICAEF scholarship committee. Neither the staff nor members outside the scholarship committee will participate in any phase of the selection nor influence the decisions of the committee.

### **Selection will be based on several factors:**

Need of the member firm and/or need of the individual applicant,

Personal essay indicating career intent for the catering/hospitality industry and why you believe you deserve this scholarship

Supporting recommendation letters

### **Email followed by mailing a hard copy of the completed application and all supporting documents in one envelope to:**

Larry Levy, Chairperson

ICAEF Scholarship Committee

C/O Biddle Street Catering

215 East Chase Street

Baltimore, Maryland 21202

llevy@biddlest.com

All applications and supporting documents become the property of the ICAEF and will not be returned. Only fully completed applications with the original supporting documents received by mail will be considered.

You will receive a confirmation of application receipt. If you do not receive a confirmation, it means your application was NOT received and you should contact the scholarship committee immediately. The deadline for filing applications for the Winter Conference is October 1st and the deadline for the Summer Conference is April 1. Scholarship recipients will be notified November 1<sup>st</sup> and May 1<sup>st</sup> respectively.

Members of the ICAEF foundation board or members of the ICA board of directors are not eligible for scholarship.

### **Ways to Give:**

There are several ways in which member firms, individuals and vendors may support the ICAEF Scholarship Fund. Outright gifts of cash, stock or planned gifts such as bequests, insurance or charitable trusts can establish a scholarship what will help provide educational opportunities for the owners, management and employees of qualified firms. The ICAEF reflects the spirit and values of the ICA and the catering and hospitality industry.

**Application for ICAEF Educational Scholarship**

Winter Conference

Application due **by October 1**

Applicant's Name: \_\_\_\_\_

Representative Firm: \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Telephone (\_\_\_\_)\_\_\_\_\_ Cell Phone (\_\_\_\_)\_\_\_\_\_

Fax (\_\_\_\_)\_\_\_\_\_ Email \_\_\_\_\_

Please check only one line in each category:

This application is for:

\_\_\_\_\_ Full Scholarship - Up to \$1,500

\_\_\_\_\_ Partial Scholarship - Up to \$1,000

\_\_\_\_\_ Educational Assistance - \$500

The person requesting the scholarship is a(n):

\_\_\_\_\_ owner

\_\_\_\_\_ management

\_\_\_\_\_ employee

What are your responsibilities with your catering operation?

\_\_\_\_\_

\_\_\_\_\_

How long have you worked within the hospitality industry? \_\_\_\_\_

The catering operation is a:

\_\_\_\_\_ for profit catering concern

\_\_\_\_\_ not-for-profit catering concern

The catering operation has been in business since \_\_\_\_\_

The catering operation has been a member of the ICA since \_\_\_\_\_

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Winter Conference**

Has a member of your catering operation attended an ICA (or NCA) conferences in the past?  
Please indicate name (s) and year (s).

_____	_____
_____	_____
_____	_____
_____	_____

Have you attended a previous conference. If so, indicate number of times.  
\_\_\_\_\_ Yes or No \_\_\_\_\_ If yes, number of times

**Please attach an essay of no more than three typed pages answering the following:**

- Why do you want to attend the ICA Educational Conference?
- What do you hope to learn at the conference?
- How will you inform others within your organization about what you learn?
- How do you see your future in the catering field?

**Please attach up to three letters of recommendation.**

I understand that this scholarship is for financial assistance to attend the ICA Educational Conference. I further understand that if selected as a scholarship recipient, all tuitions and fee will be paid directly from the ICAEF to the ICA. Should additional scholarship money (beyond tuition) be needed, application can be received by applying for the Financial Assistance Scholarship. All arrangements for registration and airfare will be made the by ICA according to an agreed airline schedule.

If the employee leaves the employment of the representing firm prior to the conference, this scholarship will be rescinded. If the representing business is no longer in operation, we reserve the right to cancel this scholarship.

_____	_____
Applicant's Signature	Date

_____	_____
Signature of Representing Firms	Date