

Jack Shrader Memorial Award

Application Form

(Application deadline – December 31. Applications must be postmarked by this date.)

General Information:

Name: _____ Job Title: _____

Name of Club: _____

University/College: _____

Address: _____

City: _____ State/Province: _____

Country: _____ Zip/Postal Code: _____

Telephone: (____) _____ FAX: (____) _____ e-mail: _____

Length of Employment with Club: _____

Required Documentation *(Please attach to this application.)*

1. A current résumé and a cover letter. (We encourage you to use this cover letter to detail specifically how this scholarship will enhance your professional development in the club and/or hospitality field.)
2. A preliminary budget outlining the expected expenses meant to be covered by this scholarship.
3. Two Letters of Recommendation — one from the Club Manager and, one from the Club President (or equivalent).

Note to Club Manager, and Club President (or equivalent). In your cover letter, please ensure you address the following points:

1. In what capacity have you known the applicant, and for how long?
2. Please outline what you believe to be this applicant's strengths and how they will be helped by this scholarship.
3. What do you deem to be most noteworthy about this applicant, and why?
4. Please feel free to include additional comments if you feel they would help clarify the applicant's worthiness for scholarship consideration. These letters of recommendation must be included with the completed application for consideration.

Statutory Declaration of Applicant

- That I have answered all the questions applicable to me, and all the answers given are true.
- That I have read and understood the general conditions governing this scholarship.
- That, if my application is successful, I will use the proceeds granted for the purposes expressed in this application.
- That, if the proceeds to this scholarship have not been expended, and I leave my current employer, the unspent funds will remain with the Association of College and University Clubs.

Signature: _____ Date: _____

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Note to Manager: If you have an employee who is continuing his/her professional development in the Club and/or hospitality field, the ACUC Board of Directors invites you to encourage that individual to complete this application for consideration. The completeness of this application package will be paramount in the final decision of the selection committee.

History: The Jack Shrader memorial scholarship was established in 1991 by the Association of College and University Clubs to honor the memory of Jack Shrader. Jack was the manager of the University of Texas Campus Club in Austin, TX, for sixteen years, and one of the founding members of ACUC. He was a dedicated Club Manager who cared greatly for his employees and encouraged their professional and personal development at all times.

Purpose: The purpose of this award is to assist any club employee (other than the club manager) of an ACUC member institution, to further their professional development in the club and/or hospitality industry.

Value: Up to a maximum value of \$1,500 (U.S.)

Payment of this scholarship to the successful applicant will be made upon receipt of invoices or guaranteed estimates which are deemed legitimate. Such invoices must be received at Headquarters by the scholarship expiration date of December 31 of the year in which the award was made.

Application: Please complete the application form on the reverse and submit it together with the following documents.

1. A current résumé and a cover letter. (We encourage you to use this cover letter to detail specifically how this scholarship will enhance your professional development in the club and/or hospitality field.)
2. A preliminary budget outlining the expected expenses meant to be covered by this scholarship.
3. Two Letters of Recommendation
 - one from the Club Manager
 - one from the Club President (or equivalent).

General Conditions & Eligibility:

- Applicant must be an employee of an institution in good standing with ACUC.
- Applications must be completed in detail and received by Headquarters no later than the designated date.
- Applicants must follow the appropriate application procedure and include all supporting documentation requested. Incomplete applications will not be considered by the selection committee.
- All scholarship disbursements must be completed by the scholarship expiration date, unless written approval has been received from the selection committee to do otherwise.
- The selection committee reserves the right not to award the scholarship in any given year, if suitable applications are not deemed to have been received.
- All award decisions are final.

The completed application, with supporting documentation, should be sent to the following address by the application deadline of December 31 (for next year's award).

Association of College and University Clubs
1733 King Street
Alexandria, VA 22314
FAX (703) 739-0124 • e-mail: acuc@acuclubs.org