



"Lifting As We Climb"

Accounting Career Awareness Program (ACAP)

Counselor Application Form

ADVANTAGES OF PARTICIPATING

- Mentoring and networking opportunities with business professionals
- Develop leadership skills by supervising and mentoring college-bound high school students
- Community involvement through a service project
- Exposure to accounting, finance and business-related careers
- Add value to your resume through this summer experience
- Paid stipend! Free room and board for just six days

www.nabamn.org

A Free Career Development Program for Minority High School Students

ACCOUNTING CAREER AWARENESS PROGRAM

July 10 – 15, 2017

IMPORTANT INSTRUCTIONS

Application deadlines:

Early selection**: April 28, 2017

Final selection: July 7, 2017

Send completed application form and supporting documents through any of the following options:

1. E-mail: acap@nabamn.org
2. Fax: +1 8666-839-1814
3. Mail:
ACAP Director
PO Box 2816
Minneapolis, MN 55402

APPLICATION PACKAGE CHECKLIST

- Completed application form
- Resume

Next Steps

1. You will receive a confirmation e-mail once your application is received
2. The ACAP Board will review completed application packages within a week after the application submission deadlines stated above.
3. Selected applications will be notified for a 10 – 15 minute phone interview
4. Final counselors will be notified of admission and sent a Welcome Package

QUESTIONS/COMMENTS

Contact:

Orlando Bryant, ACAP Director

E-mail: acap@nabamn.org

Phone: 612-371-8472

What skills, qualifications or experience do you possess which would make you a good candidate for an ACAP counselor?

E. REQUIRED BACKGROUND CHECKS

- All adult individuals that will be supervising and interacting with the ACAP high school students are subject to a background check as required by law and the ACAP program regulations.

Provide the following for background check purposes:

SSN: _____ Driver's License No: _____

Date of Birth: _____

CONFIRMATION

I understand and agree that as part of being considered for the ACAP counselor position, I will be subject to a background check.

I have read, understand and agree to abide by all ACAP rules and regulations (See Appendix A)

Note: This application does not create an employer/employee agreement and is only binding for the week of **July 11 -16, 2016**. You will be compensated a stipend of \$250.00 for your commitment during this time. Your full participation is required throughout the week unless otherwise discussed with the ACAP Director.

FULL NAME: _____

SIGNATURE: _____

DATE: _____

- END OF APPLICATION -

Appendix A

Expectations for Counselors

- 1) Counselors are expected to participate in the ACAP Program for the entire duration
- 2) Counselors will act as role models, coaches, and supporters for the ACAP participants.
- 3) Counselors will help to enforce the ACAP Guidelines described below. Any concerns about students not complying with ACAP guidelines should be brought to the ACAP Co-Directors
- 4) Counselors will take photos during the event and will be responsible for creating the ACAP closing slideshow

Counselors are expected to enforce the participant guideline noted below. To effectively achieve this, counselors must follow similar guidelines as applicable.

ACAP Participant Guidelines:

The primary concern of the ACAP staff is the welfare of all the students. All ACAP participants are expected to conduct themselves in a way that will reflect positively on themselves and the program.

1. Students will be housed in the designated Residence Hall and will be under adult supervision at all times during the week.
2. Students are not allowed to leave the University of Minnesota campus during the five-day program, except under extraordinary circumstances and with the written permission of the Program Director and consent from parents. Parents are allowed to visit, but please notify us in advance so that appropriate arrangements can be made.
3. Students cannot entertain outside visitors during ACAP (except for parents/guardians with advance notice to the ACAP Directors).
4. Students are required to attend all scheduled ACAP events. In case of illness or injuries, participants should notify an ACAP staff member. Parents will also be notified immediately.
5. Students must wear their name tags at all times. These serve as ACAP meal tickets and identify the student as part of ACAP.
6. A room key, access code and meal card will be issued to each student at the beginning of the program. There will be a charge for issuing a new key and/or meal card, which must be paid by the student. In addition, if a room key is not returned at the end of the program, **the student will be charged an amount specified by the university.**
7. Students are not allowed into rooms that house members of the opposite sex.
8. Students must comply with Residence Hall quiet hours and lights-out hours. Quiet hours are between 11:00pm and 7:00am. There is an 11:00pm curfew.
9. Students, as guests of the university, are expected to observe applicable laws and campus policies (e.g. no use or possession of alcohol or illegal drugs, no destruction of campus facilities or property, etc.)
10. Students are not allowed to bring or use weapons on campus.
11. Students are not allowed to bring automobiles on campus.

12. Students are not allowed to bring television sets, audio systems, large refrigerators or electronic devices, etc. in their rooms during the program.
13. Students may not use cell phones during scheduled activities or events. However, students can use phones during "free time" only.
14. Unruly behavior, drug or alcohol use or sales, or unauthorized absence from campus are grounds for immediate dismissal. The parents/guardians will be contacted to come for the student immediately.
15. In case of a medical emergency, we will immediately follow emergency contact procedures (including call 911, EMS, campus security) and contact the parents/guardians. (Refer to the "Medical Release Form") ACAP is not responsible for medical expenses incurred by the student participant.
16. ACAP is not responsible for the loss or damage of a student's belongings or property, either in transit or at the University. If any personal or University property is stolen or damaged, a ACAP counselor or Director must be notified immediately. Any student who is caught intentionally destroying property or stealing is subject to dismissal and his or her parents/guardians will be immediately notified.
17. Students are responsible for keeping their residence hall rooms clean and undamaged. Each room will be checked immediately after arrival and departure. Both roommates will share the cost of missing or damaged items. Students must refrain from moving furniture from or within the room. For the health and safety of every participating student, the program reserves the right to conduct room inspections.
18. Students must avoid inappropriate or vulgar language, no bullying, no pranks, no overly suggestive attire or t-shirts with inappropriate messages, etc. OR any form of behavior/actions generally unacceptable.
19. Students may utilize free time in the residence hall as they wish. During free time, students must inform their residence counselor where they will be, and for what period of time.
20. The ACAP staff is responsible for the enforcement of these guidelines, but every member of the program should be concerned with the maintenance of an orderly and friendly atmosphere. The Program Directors will determine specific penalties for the infractions of these rules and may be different from those stated in the previous items.
21. The Program Directors have the authority to issue supplementary rules from time to time. They will be reasonable and fair, and their rationale will be explained beforehand.

ACAP Dress Code

One of the significant aspects of ACAP will be interacting with managers and executives in the community. This includes visits to corporate headquarters at a number of organizations. In order for the ACAP students to be viewed professionally, the attire during the day at ACAP will be 'business casual'.

During ACAP free time and entertainment, casual attire is acceptable.