



PCCA Hospitality Continuing Education Scholarship

Application Instructions

Applicant: Please read the following information in its entirety. All questions REGARDING THIS APPLICATION AND THE SCHOLARSHIP PROCESS should be directed to: Alida Padilla, Workforce Coordinator, at (215) 236-7700 Ext. 351 or via email at apadilla@philaoic.org.

About the Scholarship: In recognition of the 25th Anniversary of the Philadelphia Convention Center Authority (known as PCCA) through Philadelphia OIC's Hospitality Training Institute, will award **TWO (2)** Scholarships totaling **NO MORE THAN \$10,000** to eligible candidates looking to further their education in the hospitality industry. This scholarship opportunity is a **one-time, non-renewable award**.

Eligibility: In order to be eligible to apply for the PCCA Continuing Education Scholarship, the applicant must be a current OIC student or OIC Alum in the Hospitality Training Institute. Applicant must be in good standing with OIC or have successfully completed the program and satisfied all necessary requirements including externship. **Please note:** Before an award is made, completion status of the Hospitality Training Institute at Philadelphia OIC will be verified.

Applicants must be enrolled/accepted as a student in an accredited university or in a specialty school with a declared major in hotel/restaurant management, hospitality management, food service or other hospitality-related program. Hospitality- related programs are subject to the approval of the Scholarship Committee.

Award: TWO (2) Scholarships in the amount of **\$5000.00** each will be awarded based on the Scholarship Committee's recommendation. The scholarship award will be made out to the student's college in their name to be used towards payment for the **first fall semester of college, 2019-2020**

Deadline: Completed applications must be postmarked no later than: **Friday, May 31st, 2019** at 3:00 pm.

Criteria: To be eligible for consideration, applications must include the following:

- ✓ A fully completed and signed application form.
- ✓ Copy of acceptance letter from College, University or Specialty School.
- ✓ An original essay by the applicant as outlined in the application instructions.
- ✓ Contact information for nominator.
- ✓ A letter of recommendation letter from a qualifying nominator.
- ✓ A recent and up-to-date resume.



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Applicant Original Essay

Essays should be typed, no more than two (2) pages, using 12-point font, double-spacing, 1" margins and include your name. (Please use separate paper to complete this section). Using your own words, select two of the following questions to answer in your essay submission. **You must answer a minimum of two (2) questions:**

- 1) Describe your personal circumstances and why you chose Philadelphia OIC & the hospitality industry.
- 2) How do you intend to encourage awareness and foster change with the hospitality industry?
- 3) What do you believe are the top three qualities of a great hospitality worker? How do you think these qualities will help you in pursuing a higher education in this field?
- 4) Why is it important to you to go to college and study hospitality?

Letters of Recommendation/ Reference

The applicant must include at least one (1) letter of recommendation. The letter(s) should be from an academic advisor and/or from a manager at the applicant's place of employment. Letters should describe in the recommender's own words how you have improved your life through the pursuit of continuing education, exhibited an enthusiasm and dedication to your studies, and/ or experienced a need for financial assistance. Please ensure that letters are signed and dated by the person writing the letter of reference and submitted on school/company letterhead.

Submissions: Completed applications together with the appropriate submissions should be emailed to:

Alida Padilla, Workforce Coordinator at apadilla@philaoic.org.

Physical copies of the application are also acceptable and can be delivered in person to **1231 N. Broad Street, Philadelphia PA 19122 4th Floor.**

Completed submissions must be received by: Friday, May 31st, 2019, no later than 3:00 pm.

Notification: All applications will be reviewed by the Scholarship Committee and applicants will be notified of the decision no later than: **August 31st, 2019**



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SCHOLARSHIP APPLICATION (To be completed by candidate)

General Applicant Information

Date of Application: _____

Full Name of Applicant: _____

Mailing Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Continuing Education Information

Name of College or University: _____

Address, City, State, Zip: _____

Program of Study or Interest: _____

Year of Study: 2019/2020: _____

Expected Graduation: _____

Work Experience in the Hospitality Industry

Explain in brief any significant knowledge acquired from experience in the Hospitality Industry.



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Other Achievements AND/OR Accomplishments

Volunteer/ Community Involvement or Special Project

Applicant Acknowledgment and Authorization

I understand that the information submitted within and accompanying this application will be used to assess my eligibility for the scholarship. I certify that all the information provided on this application form and in all accompanying documents is true, accurate, and complete to the best of my knowledge. I have read and understand all the rules as stated. By submitting this application, I agree to be bound by these rules.

I understand clarifications, additional information, or proof of statements may be requested from candidates. **I also understand that Information submitted by me may be used by the Philadelphia OIC and PCCA** in subsequent campaigns for scholarship opportunities in the future.

Signature of Applicant: _____

Printed Name: _____ Date: _____



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Application Checklist

Applicant Name: _____

Date: _____

When submitting your application, please ensure you have all the required components included with your submission. Incomplete applications will not be submitted to the Scholarship Committee for consideration.

- _____ 1) A completed Scholarship Application Form
- _____ 2) A copy of your College/ University Acceptance Letter
- _____ 3) Essay (please make sure you check grammar and spelling before submission!)
- _____ 4) Contact information for nominator (see Nomination Information Form)
- _____ 5) A letter of recommendation from a qualifying nominator
- _____ 6) A recent and updated copy of your resume



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Nominator Information Form

Please provide the contact information of the person who will be providing your letter of recommendation for the Scholarship Committee's review:

Name of Nominator: _____

Title and/or Relationship to Applicant: _____

Business Phone: _____

Cell Phone: _____

Email Address: _____