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February 1, 2019

### **Dear ACAP Applicant:**

The Accounting Career Awareness Program (ACAP) is an innovative career development program designed specifically for high school students from historically underrepresented ethnic groups entering their sophomore, junior or senior year in high school in August or September 2019. The program's primary goal is to increase the number of underrepresented students of color that attend college and major in accounting, finance or business.

The 2019 ACAP summer residency week will be held at the University of California at Berkeley from July 14 – July 19, 2019. The summer residency program will include supervised corporate visits, team building activities, lectures and fun. And it's **FREE**.

### **ACAP will:**

- **Create awareness to the vast opportunities available in the accounting, finance and business profession;**
- **Allow you to leverage accounting and finance concepts within your everyday life for financial empowerment;**
- **Generate opportunities to develop networking skills to assist in building relationships for future educational/professional advancement; and**
- **Provide you with the opportunity to move one step closer to understanding your career passion to prepare for college.**

After attending the residency week, ACAP alumni will be part of a network that offers opportunities to attend social activities and receive a college scholarship. All ACAP students are encouraged to participate in our alumni program and to utilize their new network of contacts in furthering their educational and personal development.

### **Requirements for participation:**

1. Have a proven history of academic achievement ("B" grade point average or above preferred; however, all interested applicants with a desire to participate in the program will be considered)
2. Attend a local high school in the San Francisco/East Bay/South Bay Area
3. Complete the enclosed application, which requires the approval of your parent or legal guardian and a reference from your school counselor/teacher
4. Submit a copy of your high school transcript
5. Have completed your freshman (9<sup>th</sup>), sophomore (10<sup>th</sup>) or junior (11<sup>th</sup>) year of high school

***Our board will review your submitted application. If selected to continue to the interview phase, you will be contacted on or around May 15, 2019.***

6. Attend a 30-minute interview as part of the program selection process
  - Interviews tentatively planned for early June 2019
  - Final program decisions will be made by mid-June 2019
7. Your application package must be **received** via email at [ed@acapsfbayarea.org](mailto:ed@acapsfbayarea.org) by **April 26, 2019**. The electronic application package must include the application, statement of interest, transcript, approval of your parent or legal guardian and a school counselor or teacher reference as a single email with the required documents attached for consideration.

**Good luck to you!**

Sincerely

Erick O. Bell, CPA  
Chairman, ACAP Board of Directors

Enclosures

# What is ACAP?

ACAP stands for Accounting Career Awareness Program. The primary goal of ACAP is to increase the awareness of accounting and business career opportunities among high school students of color. ACAP is designed to increase the numbers of underrepresented students of color pursuing careers in accounting and related business fields. Since a particularly small percentage of African Americans, Latino Americans, Asian Americans and Native Americans are currently pursuing these career paths, the program emphasizes recruiting students from these and other historically underrepresented ethnic groups. Through the efforts of ACAP, participating students receive an educational and enriching experience in addition to practical help needed to prepare for university-level programs.

## Background

ACAP is a nonprofit organization. Development of the ACAP began in 1980, when the National Association of Black Accountants (NABA) became concerned about the small percentage of underrepresented ethnic groups entering the accounting field. After recognizing that preparation for a business career should begin in the early years of high school, the Seattle Chapter of NABA decided to design a pilot program that would encourage students of color to participate in a college preparatory residency week program that would expose students of color to accounting and other fields of business. In 1989, a group of Bay Area business executives, educators and NABA representatives formed ACAP locally to continue the pursuit of the program objectives as described below.

## Objectives

While ACAP's scope is ambitious, the program objectives are realistic. They include:

- Encouraging students from targeted ethnic groups to major in business at a college or university.
- Promoting career awareness through the use of focused course content so that participating students learn of opportunities in the business professions early enough to prepare themselves.

# ACCOUNTING CAREER AWARENESS PROGRAM

A Summer Residency Program

July 14 – July 19, 2019

## APPLICATION

*THIS APPLICATION AND A COPY OF THE APPLICANT'S TRANSCRIPT MUST BE RECEIVED BY **April 26, 2019**.*

E-Mail the application to: [ed@acapsfbayarea.org](mailto:ed@acapsfbayarea.org)

*PLEASE LEGIBLY COMPLETE THE APPLICATION USING BLUE OR BLACK INK.*

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Gender \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Student Email: \_\_\_\_\_

**NOTE:** Please provide an accurate email address as this will be the primary form of communication. Please submit your application, statement of interest, official transcript and teacher/counselor reference as one package by the deadline to be considered for the program.

Ethnic background (please check one):

- |  |  |
|--|--|
| <input type="radio"/> African American/Black | <input type="radio"/> Asian/Pacific Islander |
| <input type="radio"/> Latinx                 | <input type="radio"/> Other _____            |
| <input type="radio"/> Native American        | (Describe)                                   |

School \_\_\_\_\_ Grade level \_\_\_\_\_ GPA \_\_\_\_\_

XX

## TEACHER/COUNSELOR REFERENCE\*

Name \_\_\_\_\_

Position \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Name of School \_\_\_\_\_ City \_\_\_\_\_

*\*We will contact your reference directly if more information is required.*

## STUDENT STATEMENT OF INTEREST

- A. Please write a brief statement as to why you think you will benefit from the Accounting Career Awareness Program. Please attach your statement to your application (between 250 - 500 words).

[illegible]

- B.** Please indicate any college programs with which you have been involved (e.g., Upward Bound, Outreach, etc.).

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- C. Have you applied to ACAP before?      Yes ☐      No ☐      If yes, please provide date \_\_\_\_\_

- D. How did you learn about ACAP (please state below)?

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Student's Signature

Date \_\_\_\_\_

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Parent's/Guardian's Signature

Date \_\_\_\_\_

# ACAP SUMMER RESIDENCY PROGRAM SAMPLE SCHEDULE

University of California at Berkeley

Sunday, July 14 - Friday, July 19, 2019



## ACAP SUMMER RESIDENCY PROGRAM SCHEDULE - DRAFT

University of California at Berkeley - Unit 1 Residence Hall \*\*\* Sunday, July 14 - Friday, July 19, 2019

Time	Sunday, July 14, 2019	Monday, July 15, 2019	Tuesday, July 16, 2019	Wednesday, July 17, 2019	Thursday, July 18, 2019	Friday, July 19, 2019	Time
7:00 AM				Breakfast 7:00 - 7:45 AM Crossroads Dining Facility			7:00 AM
7:30 AM		Breakfast 7:30 - 8:15 AM Clark Kerr Dining Facility	Breakfast 7:30 - 8:15 AM Crossroads Dining Facility		Breakfast 7:30 - 8:15 AM Crossroads Dining Facility	Breakfast 7:30 - 8:15 AM Crossroads Dining Facility	7:30 AM
8:00 AM				Class Picture 8:00 - 9:00 AM CKC Palm Courtyard			8:00 AM
8:30 AM		Remarks & Reflections 8:30 - 8:45 AM CKC Conference Room D-1	Remarks & Reflections 8:30 - 8:45 AM Putnam Lounge		Remarks & Reflections 8:30 - 8:45 AM Putnam Lounge	Remarks & Reflections 8:30 - 8:45 AM Putnam Lounge	8:30 AM
9:00 AM		Theresa Hammond, SFSU Financial Statements 9:00 - 10:00 AM CKC Conference Room D-1	Kristen Janelle Jones, Pee's Coffee Budgeting & Forecasting 9:00 - 10:00 AM Putnam Lounge	Travel to Facebook Remarks & Reflections on Bus 9:00 - 10:00 AM	Livia Ching-Gerring, Ascend Leadership The Importance of a Brand 9:00 - 10:00 AM Putnam Lounge	BART Boarding and Travel Time 9:00 - 10:00 AM	9:00 AM
9:30 AM							9:30 AM
10:00 AM							10:00 AM
10:30 AM		Theresa Hammond, SFSU Cost Accounting 10:15 - 11:15 AM CKC Conference Room D-1	Business Case: Create a Drink Budget and Marketing Strategy 10:15 - 11:15 AM Putnam Lounge		Business Case: Create a Drink Brand/Logo Creation & Commercial Storyboard Design 10:15 - 11:15 AM Putnam Lounge		10:30 AM
11:00 AM				Matt Banks & Anh Madronio Facebook 10:15 AM - 1:30 PM (Lunch should be provided from 12:30 PM - 1:30 PM) Mountain View			11:00 AM
11:30 AM		Lunch 11:30 - 12:30 PM Clark Kerr Dining Facility	Lunch 11:30 - 12:30 PM Crossroads Dining Facility		Lunch 11:30 - 12:30 PM Crossroads Dining Facility	CPA Firm Visit 10:15 - 2:00 PM PwC SF & KPMG SF (Lunch should be provided from 12:00 - 12:45) San Francisco	11:30 AM
12:00 PM							12:00 PM
12:30 PM							12:30 PM
1:00 PM		Business Case: Create a Drink Product Research & Development 12:45 - 2:15 PM Putnam Lounge (Clean up: 2:15 - 2:30 PM)			BART Travel to San Francisco 12:45 - 1:45 PM		1:00 PM
1:30 PM			Tina Hayes Presentation Skills 12:45 - 2:15 PM CKC Conference Room D-1	Travel to EY 1:30 - 2:30 PM			1:30 PM
2:00 PM							2:00 PM
2:30 PM	Parent & Student Registration 2:30 - 3:30 PM Putnam Lounge	Sizhe Liu, KPMG Introduction to Auditing 2:45 - 3:45 PM Putnam Lounge	Business Case: Create a Drink Presentation Development & Prep 2:30 - 3:30 PM CKC Conference Room D-1	Jessica Madrigal, EY "EY and You" 2:30 - 4:45 PM Redwood Shores Office	Maisha Gray-Diggs & Morgan Gooden Microsoft Company Tour 2:00 - 4:00 PM San Francisco Office	BART Boarding and Travel Time 2:15 - 4:00 PM Embarcadero Station, San Francisco	2:30 PM
3:00 PM	Parent & Student Orientation 3:30 - 4:00 PM Putnam Lounge						3:00 PM
3:30 PM							3:30 PM
4:00 PM	Business Case: Introduction "Create a Drink" 4:15 - 5:15 PM Putnam Lounge	Introduction to College Life (College ACAP Alum) 4:00 - 5:15 PM Putnam Lounge	Darrin Norwood, PwC Introduction to Tax Accounting 3:45 - 4:45 PM CKC Conference Room D-1		Travel to UCB 4:15 - 5:15 PM	Room Check out and Luggage Storage 4:00 - 4:30 PM	4:00 PM
4:30 PM			Business Case: Create a Drink Visual Commercial Advertisement (Part 1) "Create A Commercial" 5:00 - 6:00 PM CKC Conference Room D-1	Travel to UCB 5:00 - 6:00 PM		Business Case: Create a Drink Visual Commercial Advertisement (Part 2) "Create A Commercial" 4:30 - 6:00 PM Clark Kerr Krutch Theater	4:30 PM
5:00 PM							5:00 PM
5:30 PM	Dinner 5:30 - 6:30 PM Crossroads Dining Facility	Travel to Park 5:30 - 6:00 PM			Dinner 5:30 - 6:30 PM Crossroads Dining Facility		5:30 PM
6:00 PM				Dinner 6:00 - 7:00 PM Crossroads Dining Facility			6:00 PM
6:30 PM							6:30 PM
7:00 PM	Rose Martinez, Tiffany Coln-Smith and Isabella Nguyen Moss Adams Team Building 6:45 - 8:00 PM Putnam Lounge	Alumni Dinner and Game Night: Kickball 6:00 - 8:30 PM Hearst Field North Sponsored by PwC	Dining Etiquette with Tina Hayes, Author "Getting Ahead with Etiquette" 6:15 - 8:30 PM Clark Kerr Campus - Krutch Theatre	Business Case: Create a Drink Presentations (NABA Night) 7:00 - 8:00 PM Putnam Lounge	Fraternity Step Show Chris White DJ Services 6:30 - 9:00 PM Putnam Lounge	Banquet 6:00 - 8:30 PM Clark Kerr Krutch Theater	7:00 PM
7:30 PM							7:30 PM
8:00 PM				External Organization Networking 8:00 - 9:00 PM Putnam Lounge			8:00 PM
8:30 PM	Counselor Connection 8:15 - 10:00 PM Putnam Lounge	Travel to UCB 8:30 - 9:00 PM				Parents Depart with Students 8:30 PM ...	8:30 PM
9:00 PM		Counselor Connection 9:00 - 10:00 PM Putnam Lounge	Counselor Connection 9:00 - 10:00 PM Putnam Lounge	Counselor Connection 9:00 - 10:00 PM Putnam Lounge	Counselor Connection 9:00 - 10:00 PM Putnam Lounge		9:00 PM
9:30 PM							9:30 PM

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[www.acapsf.org](http://www.acapsf.org)