February 1, 2018

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 2018. 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 2018 ACAP summer residency week will be held at the University of California at Berkeley from July 15 – July 20, 2018. 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 (9th), sophomore (10th) or junior (11th) 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, 2018.

6. Attend a 30-minute interview as part of the program selection process
   - Interviews tentatively planned for early June 2018
   - Final program decisions will be made by mid-June 2018

7. Your application package must be received via email at ed@acapsfbayarea.org by May 14, 2018. 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 15 – July 20, 2018

APPLICATION


E-Mail the application to: ed@acapsfbayarea.org

PLEASE LEGIBLY COMPLETE THE APPLICATION USING BLUE OR BLACK INK.

Name ____________________________________________

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):

O African American/Black O Asian/Pacific Islander

O Latinx O Other _________ (Describe)

School________________________ Grade level________________________ GPA________

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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).

____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

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

____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

C. Have you applied to ACAP before? Yes □ No □ If yes, please provide date _______________________

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

____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

________________________________________________________ Date ____________________________

Student’s Signature

Date _______________________

Parent’s/Guardian’s Signature

Date _______________________

333 Hegenberger Road, Suite 325, Oakland, California 94621 Phone (510) 832-0257 ext. 19 | Fax (510) 272-9757 www.acapsf.org
## ACAP Summer Residency Program Sample Schedule

**University of California at Berkeley**  
**Sunday, July 15 - Friday, July 20, 2018**

<table>
<thead>
<tr>
<th>Time</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<th>Friday</th>
<th>Time</th>
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| 7:00 AM | Breakfast 7:00 - 7:15 AM  
Crossroads Dining Facility | Breakfast 7:00 - 7:15 AM  
Crossroads Dining Facility | Business Case: Create a Drink Brand: Design & Commercial Storytelling  
School L2 | Breakfast 7:00 - 7:15 AM  
Crossroads Dining Facility | Business Case: Create a Drink Visual Commercial Advertisement (Part 2)  
"Create & Commercialize"  
School L2 | 7:30 AM |
| 7:30 AM |  
| 8:00 AM | Parent & Student Orientation  
School L2 | Presentations Skills  
School L2 | Google Campus Tour  
Mountain View, CA | Parent & Student Orientation  
School L2 | Presentations Skills  
School L2 |  
| 3:00 PM |  
| 3:30 PM | Parent & Student Orientation  
School L2 | Introduction to College Life: College ACAP Advising  
School L2 | Introduction to College Life: College ACAP Advising  
School L2 |  
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Additional Information:

- **333 Hegenberger Road, Suite 325, Oakland, California 94621**  
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