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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 (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, 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](mailto: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

*THIS APPLICATION AND A COPY OF THE APPLICANT'S TRANSCRIPT MUST BE RECEIVED BY **May 4, 2018.***

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: \_\_\_\_\_

<b>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.</b>
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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.*



# ACAP SUMMER RESIDENCY PROGRAM SAMPLE SCHEDULE

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



## ACAP SUMMER RESIDENCY PROGRAM SCHEDULE University of California at Berkeley \*\*\* Sunday, July 15 - Friday, July 20, 2018

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Time
7:00 AM				Breakfast 7:00 - 7:45 AM Crossroads Dining Facility	Breakfast 7:00 - 7:45 AM Crossroads Dining Facility		7:00 AM
7:30 AM		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 Courtyard of Unit 1	Business Case: Create a Drink Visual Commercial Advertisement (Part 1) "Create A Commercial" 8:00 - 8:45 AM Slottman L12	Remarks & Reflections 8:30 - 8:45 AM Slottman L12	8:00 AM
8:30 AM		Remarks & Reflections 8:30 - 8:45 AM Slottman L12	Remarks & Reflections 8:30 - 8:45 AM Slottman L12				8:30 AM
9:00 AM		Financial Statements "The Stories They Tell" 8:45 - 10:00 AM Slottman L12	Introduction to Auditing "How Auditors Play a Role in Drink Co" 9:00 - 10:15 AM Slottman L12	Remarks & Reflections 9:15 - 9:30 AM Slottman L12	Travel to Company 1 (Remarks & Reflections on Bus) 9:00 - 10:00 AM	Business Case: Create a Drink Visual Commercial Advertisement (Part 2) "Create A Commercial" 9:00 - 10:00 AM Slottman L12	9:00 AM
9:30 AM				Business Case: Create a Drink Brand/Logo Creation & Commercial Storyboard Design 9:45 - 11:00 AM Slottman L12			9:30 AM
10:00 AM		Cost Accounting "Making Cost Effective Decisions" 10:15 - 11:30 AM Slottman L12	Budgeting & Forecasting "How Budgeting Supports Drink Co." 10:15 - 11:30 AM Slottman L12			Bus Boarding and Travel Time 10:15 - 11:00 AM	10:00 AM
10:30 AM							10:30 AM
11:00 AM				Lunch 11:15 - 12:15 PM Crossroads Dining Facility			11:00 AM
11:30 AM					Facebook 10:00 AM - 1:00 PM (Lunch should be provided from 12:00 - 1:00 PM) Menlo Park		11:30 AM
12:00 PM		Lunch 11:45 - 12:45 PM Crossroads Dining Facility	Lunch 12:00 - 1:00 PM Crossroads Dining Facility				12:00 PM
12:30 PM				Tax Accounting "How Tax Accountants Play a Role in Drink Co." 12:30 - 1:45 PM Slottman L12		CPA Firm Tour: (Lunch should be provided from 12:30 - 1:45 PM - 2nd firm visit) 11:15 AM - 3:15 PM San Francisco	12:30 PM
1:00 PM		Business Case: Create a Drink Product Research & Development 1:00 - 2:15 PM Slottman L12 (Clean up: 2:15 - 2:30 PM)	Travel to Company 1 1:00 - 2:00 PM				1:00 PM
1:30 PM							1:30 PM
2:00 PM				Business Case: Create a Drink Budget and Marketing Strategy 2:00 - 3:15 PM Slottman L12	Travel to EY 1:00 - 2:00 PM		2:00 PM
2:30 PM	Parent & Student Registration 2:30 - 3:30 PM Putnam Lounge	Presentation Skills 2:30 - 4:00 PM Slottman L12	Google Campus Tour 2:00 - 4:30 PM Mountain View, CA				2:30 PM
3:00 PM							3:00 PM
3:30 PM	Parent & Student Orientation 3:30 - 4:00 PM Putnam Lounge			Presentation Development & Prep 3:30 - 5:30 PM Slottman L12	EY, LLP: "EY and You" 2:00 - 4:30 PM San Jose	BART Boarding and Travel Time 3:15 - 5:00 PM 55 Second St., San Francisco	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) 4:15 - 5:30 PM Slottman L12					4:00 PM
4:30 PM							4:30 PM
5:00 PM			Travel to UCB 4:30 - 6:00 PM		Travel to UCB 5:00 - 6:00 PM	Checkout 5:00 - 6:00 PM Unit 1 Front Desk	5:00 PM
5:30 PM							5:30 PM
6:00 PM	Dinner 5:30 - 6:30 PM Crossroads Dining Facility			Dinner 5:45 - 6:45 PM Crossroads Dining Facility			6:00 PM
6:30 PM		Dinner and Kickball 6:00 - 8:45 PM Hearst Field Annex	Dining Etiquette with Tina Hayes, Author "Getting Ahead with Etiquette" 8:15 - 8:30 PM Clark Kerr Campus - Garden	Business Case: Create a Drink Presentations (NABA Night) 7:00 - 8:00 PM Putnam Lounge	Dinner 6:15 - 7:15 PM Crossroads Dining Facility	Banquet 6:00 - 8:30 PM Clark Kerr - Theater	6:30 PM
7:00 PM	Team Building 6:45 - 8:00 PM Putnam Lounge						7:00 PM
7:30 PM				NABA Night Networking 8:00 - 9:00 PM Putnam Lounge			7:30 PM
8:00 PM					Sorority & Fraternity Step Show / DJ Party 7:30 - 10:00 PM Putnam Lounge	Parents Depart with Students 8:30 PM ...	8:00 PM
8:30 PM	Counselor Connection 8:15 - 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			8:30 PM
9:00 PM							9:00 PM
9:30 PM							9:30 PM