

# Southern Arizona Lodging and Resort Association

## Scholarship Program Criteria

### Overview

The Southern Arizona Lodging & Resort Association will award a scholarship to an individual interested in a career in the hospitality industry and will provide financial assistance throughout his/her educational career set forth by the criteria and guidelines below.

### Criteria

The scholarships are to be awarded to employees of member properties (dues must be current) that meet the following criteria:

- a. Have a minimum tenure of one year at the member property.
- b. Have a mentoring commitment from the General Manager.
  1. General Manager or immediate supervisor (with GM approval) agrees to nurture the recipient's career by exposing him/her to all aspects of a hotel environment and cooperating in class scheduling.
  2. General Manager will bring recipient to a SALARA luncheon once every semester.
- c. Students must interview with a member of the Board of Directors to be considered for eligibility. The information gathered during the interview process will then be shared with the Board for approval.
- d. The student must have an educational plan with a curriculum aimed at receiving a college degree from Pima Community College or Northern Arizona University in the hospitality field. The educational plan must be submitted during the interview. This plan must come from a counselor at either Pima Community College or Northern Arizona University. The plan must include the current hours achieved with grades and those necessary for degree completion.
- e. Approval into the program will be based on the student's financial need. This need will be qualified based on questions asked during the interview.
- f. Only one person from the property may be in the program at any given time.

### Guidelines

The scholarship is intended to be a continuing assistance throughout the educational process. The following are guidelines for maintaining the award:

- a. Students:
  1. Must be a student of NAU or PCC in the hospitality program
  2. Must continue working at a SALARA member property.
  3. A signed letter of agreement from the General Manger or immediate supervisor that they will mentor the student.
  4. Must work at least 20 hours per week.
  5. Must have a 3.0 or better grade point average.
  6. Reimbursement is only for tuition and books.
  7. Students will be required to attend and participate in all SALARA fund-raising events.
  8. An initial \$5,000 cap to be placed on the award with an opportunity for an additional \$5,000 funding to be approved by the Board based on student participation and grades.
  9. Annual progress reports from the students' mentor to be submitted to the board for review. The student is responsible to make sure the board receives this report yearly.

10. The student must present a brief overview of his/her educational experience to the attendees at a luncheon every semester.
  11. After a student complete classes, that student should donate books back to SALARA via Armando Trujillo. He will keep rack of books ad help distribute to the next student.
  12. Students who choose to skip a semester must submit a letter to the Board or be subject to disqualification.
- b. Certification courses may also be considered for reimbursement.
1. Course must be consistent with hospitality criteria.
  2. General Manager must approve of course taken and be pre-approve by the Scholarship Committee (contact SALARA office for procedure).
  3. Application for reimbursement must be made within 2 months of completion of course.
  4. A copy of certification of completion must be provided with request.
- c. Applicants may be referred by PCC/NAU staff for scholarship consideration. Criteria and guidelines above must still be followed.

## **Application Process**

The General Manager from member properties is asked to present nominations to the SALARA Education Committee. Each nomination must include the following:

- a. A letter of nomination from the General Manager with an introduction of the candidate and a commitment from the General Manager to provide mentoring to the candidate.
- b. A resume of qualifications from the candidate.
- c. A letter from the candidate requesting consideration for the scholarship and discussing his/her educational goals. This letter should also tell the committee why this candidate should be chosen for the scholarship.

## **Deadline**

There is no deadline to apply for this scholarship. Once the application is received by the SALARA office it will be reviewed by the committee and/or the SALARA board of directors. The applicant will be notified of acceptance within 30 days.

## **Other information**

Recipients of scholarships will be required to submit proof of grades to the SALARA office at the end of each semester before scholarship will be renewed.