



Illinois
Employment &
Training
Association

IETA BOARD

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RECEIVED

FEB 24 2010

REG. SUPT. OF SCHOOLS
WHITESIDE COUNTY

February 12, 2010

To: All Illinois Regional Superintendent's Offices
From: Chuck Sutcliff, Illinois Employment & Training Association
Re: Scholarship Availability

Please take a moment to review the attached scholarship application. The George Mangiaracina Memorial Scholarship Fund was established in June 1977 by the Illinois Employment and Training Association Executive Board on behalf of all Illinois Employment and Training members. George Mangiaracina dedicated his professional life to working with, and on behalf of, the Illinois Department of Commerce and Community Affairs and the Illinois Employment and Training Association. He was an outstanding public servant and was truly concerned about the individuals he served.

The Illinois Employment and Training Association will award two \$500 scholarships to graduating seniors from the Class of 2010. The applicant must demonstrate a need for financial assistance and be in the top 50% of their class. The applicants must reside in the State of Illinois and plan on attending a community college or four year institution within the State of Illinois and major in Accounting or Business. The application specifics are included in this packet.

Would you please distribute this letter and the enclosed information to the guidance offices for each school in your region? The deadline for application is April 15, 2010. The scholarship winner(s) will be announced in July of 2010 and the check(s) will be distributed directly to the students in August. **Completed applications should be sent to: workNet DuPage Career Center, c/o Chuck Sutcliff, 2525 Cabot Drive, Suite 302, Lisle, Illinois, 60532.** If you have any questions, feel free to contact me at (630) 955-2050. Thank you for your time.

GEORGE MANGIARACINA MEMORIAL SCHOLARSHIP COMMITTEE POLICIES

The George Mangiaracina Scholarship Committee shall consist of five (5) people. The composition of this committee shall be:

The Present Year President of the Association

The Past Year's President

The spouse, or a designee appointed by the spouse, of George Mangiaracina

Two (2) members of the IETC Board or its membership (as selected by the IETA Board President)

The Committee will decide the amount of the scholarship award and the number of awards pursuant to the amount in the scholarship fund. The scholarship award(s) cannot exceed \$1,000.00 without the IETA membership approval. The criteria established are as follows:

1. A rating sheet (see attached) is used and points are awarded for each criteria area addressed in the essay. The criteria for establishing the points shall be set by the IETA Board.
2. The student must be in the upper 50% of his/her graduating class. Priority is given to students who express an interest in Business Administration with an emphasis on accounting.
3. Students must attend an Illinois educational institution.
4. The funds will be sent directly to the educational institution to be applied toward tuition, fees, or books for the exclusive benefit of the scholarship recipient.

All high schools within the State of Illinois should be notified of the availability of the George Mangiaracina Scholarship and its eligibility criteria. This will be accomplished by notification of all Regional Education Offices, with a request to distribute scholarship information to all eligible high schools within their region. Community colleges and universities will also have their financial aid offices notified of the scholarship.

Committee members will review all applications to determine their compliance with the eligibility guidelines and to rate the quality of the application according to the rating's criteria. Priority will be given to those applicants who have received their GED or high school diploma in the current scholarship year.

Upon selection for a scholarship, the recipient(s) will be notified by mail of their award and the procedures for receipt of the scholarship funds. (The notification letter will also serve as the "Award Letter" for the institution the recipient will be attending.)

The procedure for payment is as follows:

1. The applicant enrolls in an Illinois educational institution. A copy of the enrollment statement is sent to the IETA President.
2. The Scholarship Committee determines if the tuition, fees, and books total for the semester is equal to or greater than the scholarship amount, and if so, a check is issued to the institution for the full amount of the scholarship. If the tuition, fees, and books total is less than the scholarship amount, a check is issued to the institution for half the amount of the scholarship. The remaining amount will be paid the next semester after the enrollment statement is received. (In the event of any funds being in excess of the recipient's educational needs, those funds will be transferred directly to the recipient for use toward educational goals.)
3. At the end of the fiscal year, every effort shall be made to pay in full any remaining scholarship funds based upon the original procedures. Any scholarship that has not been fully utilized and the recipients are unable to be contacted at the end of the fiscal year, will be unobligated and the funds returned to the George Mangiaracina Memorial Scholarship Committee for re-issuance the following year.

GEORGE MANGIARACINA MEMORIAL SCHOLARSHIP

The George Mangiaracina Memorial Scholarship was established in June 1997 by the Illinois Employment and Training Association Executive Board on behalf of all Illinois Employment and Training members.

WHEREAS, George Mangiaracina dedicated his professional life to working with, and on behalf of, the Illinois Department of Commerce and Community Affairs and the Illinois Employment and Training Association; and

WHEREAS, George Mangiaracina served the Illinois Employment and Training Association as Treasurer from 1987 until his untimely death on August 3, 1995, leaving a void in the lives of co-workers at the Illinois Department of Commerce and Community Affairs and in the lives of members of the Illinois Employment and Training Association community; and

WHEREAS, in order to show the deeply felt affection for this dedicated public servant, and to show respect for a fellow Illinois Employment and Training member who gave unselfishly of his talents and time, demonstrating dedication to that cause;

NOW, THEREFORE, the Illinois Employment and Training Association, an Illinois not-for-profit organization, desires and does establish the GEORGE MANGIARACINA MEMORIAL SCHOLARSHIP as specified below.

PURPOSE

The scholarship(s) are to be awarded annually, beginning with the year 1998, and shall be restricted to persons residing in the Illinois Employment and Training Community which is located in the State of Illinois and is limited to persons who are graduating high school seniors or have attained their G.E.D., and who demonstrate a need for financial assistance to further their education. The Scholarship must be used to defray educational expenses in attending a community college or a four-year institution of higher learning within the State of Illinois.

SCHOLARSHIP COMMITTEE

The Scholarship Committee, consisting of five (5) people, shall be as follows:

The Present Year President of the Association

The Past Year's President

The spouse, or a designee appointed by the spouse, of George Mangiaracina

Two (2) members of the IETC Board or its membership (as selected by the IETA Board President)

The Committee shall serve until replaced by the IETA Board, or until resignation.

The IETA Board, in concert with the spouse of George Mangiaracina, shall establish the criteria for recipients of a George Mangiaracina Scholarship consistent with the terms of this document. The Scholarship Committee shall notify all high schools within the school districts throughout the state and the employment and training community of the availability of the scholarship, and select the annual applicants for award of the scholarships.

SCHOLARSHIP FUND

Illinois Employment and Training Association members, other employment and training not-for-profit corporation, businesses, public/private sector providers, and corporations, will be encouraged and requested to contribute to the fund, which shall be invested in an interest-bearing account, and said investment income shall be retained in the fund for growth and/or disbursement for scholarships or expenses in administering the GEORGE MANGIARACINA MEMORIAL SCHOLARSHIP FUND. No dollars donated to, or earned from, the Scholarship Fund shall be used for any other purpose.

In the event the Illinois Employment and Training Association ceases to exist, the fund shall be transferred to an educational or charitable organization with 501(c)(3) tax exempt status, who shall administer the said fund in accordance with the intent and purpose of this document.

The number and amount of scholarships shall be limited to the annual income of the fund. The fund income may vary, whereas the amount and number of scholarships shall vary from year to year, but not to exceed \$1,000.00 per scholarship awarded without approval of the majority of the IETC members voting.

The Scholarship Committee, consisting of five (5) persons, shall select the recipients annually and shall award the sum to the recipient(s) based upon the availability of money in the scholarship fund.

LIMITATION OF SCHOLARSHIP

In addition to the scholarship award limitation, no current year board member or committee member's child or immediate family member shall be eligible as a recipient of the GEORGE MANGIARACINA MEMORIAL SCHOLARSHIP.

The Illinois Employment and Training Association Executive Board reserves the right to alter or amend the terms and conditions of this scholarship fund based upon a change in circumstances which would warrant such a change in the said terms and conditions.

ELIGIBILITY REQUIREMENTS FOR THE GEORGE MANGIARACINA MEMORIAL SCHOLARSHIP

In order to be considered for the George Mangiaracina Memorial Scholarship, an applicant must be pursuing an Associate or Bachelors degree at an Illinois community college or an Illinois university.

The award will be based on quality of application and academic excellence, in addition to the following minimum criteria established by the Scholarship Committee:

1. Applicant must have completed all high school graduation or G.E.D requirements. Applications will be accepted prior to graduation with the stipulation that high school personnel verify that all requirements will be met.
2. Applicants will be requested to write a short essay (maximum of 250 words) describing their educational and employment goals. The essay should include a brief discussion of the applicant's academic achievements, awards, extracurricular and leadership activities. Also, the essay should include a discussion of the applicant's area(s) of interest and field(s) of study. (Priority will be given to those applicants that show an interest in the Business Administration field, with an emphasis on accounting.)
3. Applicants should include statements to illustrate why he/she would be the best candidate for the scholarship.
4. Applicants must also complete the application information sheet and submit it with the essay.
5. Applicants must attend an Illinois institution.
6. The applicant must be in the upper 50% of his/her graduating class.
7. Recipients will be honored at an award function where their essays are heard and their achievements are highlighted. The award function shall be established by the current year IETA Executive Board. Recipients need not be present.

DEADLINE FOR APPLICATION IS April 15, 2010

SUBMIT COMPLETED APPLICATIONS TO:

**Chuck Sutcliff
workNet DuPage Career Center
2525 Cabot Drive Suite 302
Lisle, Illinois 60532**

SCHOLARSHIP RATING SHEET

Scholarship Application Number: _____

Name of Applicant: _____

Rank one through ten. ten being the very best.

AREA	RATING AND COMMENTS
Essay Content	
Essay Readability	
Need	
Goals applicable to "George" mission	
Extracurricular participation	
Identified community/civic values	
Packet overall presentation and neatness	
Total Points	

Additional Comments, if any:

APPLICANT INFORMATION SHEET

Applicant's Name: _____

Applicant's Home Address: _____
Street City State Zip Code

Applicant's Home Phone: _____ email: _____

Applicant's Message Number (if different from above number): _____

Applicant's High School: _____

Applicant's High School Address: _____
Street City State Zip Code

Applicant's College Choice: _____

College Address: _____
Street City State Zip Code

Course of Study: _____

Start Date: _____

TO BE COMPLETED BY COUNSELOR, PRINCIPAL, OR OTHER SCHOOL OFFICIAL:

Has student completed or will student complete all high school graduation requirements?

Yes No

Is student ranked in the upper 50% of his/her graduating class? Yes No

School Official

Name: _____ Title: _____

Daytime Telephone Number: _____ Date: _____

School District: _____ County: _____

ILLINOIS EMPLOYMENT & TRAINING ASSOCIATION

The George Mangiaracina Memorial Scholarship

ESSAY

State your reasons, in 250 words or less, why you are applying for this scholarship. Include a brief discussion of all the required criteria.