

The Indiana Federation of Business and Professional Women's Clubs, Inc. Student Program Guidelines 2012-2013

1. Eligibility Criteria

All Student Program (SP) participants must meet the following criteria to be eligible for the INFBPW State Competition:

- Be between the ages of **18 and 24, inclusive, by September 30, 2012**
- Be enrolled in an accredited college or university
- An *SP* participant must understand the INFBPW mission statement and legislative platform and must pledge that she/he will not speak against the platform issues in her/his capacity as a Student Program participant.
- Be the officially-designated Student Program representative from her/his *Local*, meeting INFBPW Student Program guidelines. Ensure that her/his completed and signed application form; signed INFBPW legislative platform support statement; résumé and cover letter; 5x7 photo; and \$75 participation fee, paid by her/his District/Local, are sent to the INFBPW State Office *immediately upon selection of candidate but not later than the postmarked date of 10/1/12.*

2. Guidelines for Districts and Local Organizations

Each Local may choose up to ONE SP candidate to advance to INFBPW State competition. Each Local is responsible for all State costs for their candidate. State costs for fiscal year 2012-2013 (the 2012 competition at Fall Conference) are \$75.

Local Organizations are encouraged to help their SP candidates prepare for State competition by mentoring them through the application process, teaching them about INFBPW, and practicing what they will encounter in the State program. Examples of mentoring include but are not limited to: holding LO competitions, reviewing the candidate's application, resume and cover letter, holding practice interviews, and providing the opportunity for the candidate to introduce himself/herself to the LO using the Judging Guidelines listed below.

3. Selection of Judges

A minimum of three (3) impartial judges must be present at all competitive events.

Judges should be familiar with the INFBPW mission statement and legislative

platform. At least one (1) judge should be an experienced BPW member to adequately assess the Student Program participants' knowledge of INFBPW issues. To maintain impartiality, the experienced BPW member judge should not be a member of the same Local Organization as any of the SP participants.

Judges should be familiar with interviewing and presentation/public speaking. All judges should be briefed on INFBPW in advance.

4. Judging Guidelines

Resume and Cover Letter

Maximum 20 points

Student Program participants will each prepare a current resume and cover letter as if they were applying for an entry level position in their field of study. Judges will use the following criteria to score the resume and cover letter:

<u>CRITERIA</u>	<u>POINTS</u>	<u>EXAMPLES</u>
Grammar/Spelling	1—5	Uniformity of statements, spelling, verb agreement
Relevance	1—5	Focus, creativity, positivity
Clarity	1—5	Word choices, ease of understanding
Format/Layout	1—5	Easy to scan, pleasing to the eye, logical flow

Three-Minute Introduction

Maximum 15 points

Each SP participant will introduce herself, providing background information, educational details, and goals. Timing begins when the SP participant begins speaking. The designated timer will stand at 45 seconds and then sit, and stand again at 1 minute and remain standing. Speeches 11 seconds or more over or under the 3 minutes receive a 3-point deduction.

<u>CRITERIA</u>	<u>POINTS</u>	<u>EXAMPLES</u>
Content / Topic	1—5	Good opening, knowledge of subject, creativity
Poise / Self-Confidence	1—5	Confident, relaxed manner, voice, posture
Expression	1—5	Facial expression, gestures, eye contact

Panel Interview

Maximum 20 points

Each SP participant will be interviewed for a minimum of ten (**10**) to a maximum of fifteen (**15**) minutes. The focus of the interview will be on the SP participant: career goals; education; work life/family balance; achievements; etc. The goal of the interview is to see how the SP candidate interacts and responds to impromptu questions. Judges will use the following criteria to score the interview:

<u>CRITERIA</u>	<u>POINTS</u>
Ability to Communicate	1—5
Poise / Self-Confidence	1—5
Innovation and Creativity in Ideas	1—5
Sincerity / Genuineness	1—5

Application Form / Biographical Information

Maximum **15** points

Each SP Representative will provide biographical information highlighting her/his personal and professional accomplishments, her/his goals, and responding to the essay questions. Judges will use the following criteria to score the application form / biographical information:

<u>CRITERIA</u>	<u>POINTS</u>
Personal and Scholastic Accomplishments	1—5
Career Goals	1—5
Ability to Express Thoughts and Beliefs	1—5

Group Interaction

Maximum **10** points

SP candidates will participate in a group interaction opportunity. Evaluation will be based on the candidates' ability to participate, interact with others, and express her/his thoughts and ideas.

<u>CRITERIA</u>	<u>POINTS</u>
Participation / Interaction with Others	1—5
Organization of Thought / Expression of Ideas	1—5

5. **REMINDER**

Immediately after each candidate is selected but not later than the postmarked date of 10/1/11, each Local is responsible for sending the following information to the INFBPW State office, so that their candidate may be eligible for State competition:

- Completed and signed SP Program Application Form
- Typed copy of resume and cover letter
- Photo (maximum size 5 X 7)
- \$75 State SP Program participation fee

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Student Program Application Form

Please complete this form accurately and in detail either by typing or writing legibly with black pen. Attach additional sheets if necessary. This information will be used at all levels of the program and will be evaluated as one component in the judging process. It will be forwarded from local to district to state for all winning candidates.

PERSONAL DATA

Name: _____ Date of Birth _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email address: _____

Sponsoring Local/District: _____

EDUCATIONAL INFORMATION

High School and Location: _____

Undergraduate School and Location: _____

Degree: _____ Major Field of Study: _____

Graduate School and Location: _____

Degree: _____ Major Field of Study: _____

Business/Technical School and Location: _____

Certificate/Degree: _____ Major Field of Study: _____

SCHOLASTIC HONORS

AWARDS

PUBLICATIONS / PAPERS PRESENTED / PUBLIC SPEECHES GIVEN

VOLUNTEER ACTIVITIES and/or COMMUNITY ACTIVISM

ESSAY QUESTIONS

Please answer the following questions on separate paper (typed if possible with a 200 word maximum for each question) and attach your responses to this completed Student Program application form.

1. What are your most significant personal accomplishments?
2. What are your career goals over the next five (5) years? And why?
3. How do you expect your educational background prepare you for your chosen career?
4. Tell us about your involvement in volunteer/community activities and why they are important to you.

INFORMATION FOR PUBLICITY PURPOSES:

News releases regarding your participation in the Student Program may be sent out and/or posted on the INFBPW website. For this purpose, please provide the names, addresses, telephone/fax numbers and e-mail addresses of your local newspapers, television and radio stations.

You have my permission to use the following information about me (derived from this application form) in news releases and/or on the INFBPW website, in relation to my participation in the Student Program: (please checkmark each item that you are giving permission for publication and then sign and date below). Your signature below also confirms your application to the INFBPW Student Program.

My Name: _____ INFBPW local & district chapters: _____
School: _____ Activities/Accomplishments: _____
City of Residence: _____ Email Address: _____

Signature: _____ Date: _____