

# The Indiana Federation of Business and Professional Women's Clubs, Inc.

## Young Working Adult Program Guidelines

### 1. Eligibility Criteria

All Young Working Adult (YWA) Program participants must meet the following criteria to be eligible for the INFBPW State Competition:

- Be a member in good standing of INFBPW (with all corresponding dues paid before the Spring District Meeting date for each District)
- Be between the ages of **25 and 35, inclusive, by March 1**
- Be or have been employed in business or professions, with a minimum of one (1) year of full-time work experience
- A YWA participant must understand and support 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 YWA Program participant. ***(All YWA participants are required to submit a signed copy of the INFBPW legislative platform confirming that requirement prior to District competition)***
- Be the officially-designated YWA Program representative from her/his District, meeting INFBPW YWA Program guidelines. Ensure that her/his completed and signed application form; signed INFBPW legislative platform support statement; copy of four-minute speech; 5 x7 photo; and **\$295** participation fee, paid by her/his District, are sent to the INFBPW State Office immediately after each Spring District meeting but not later than the postmarked date of April 1.

## 2. **Guidelines for Districts and Local Organizations**

Each District may choose up to ONE YWA candidate to advance to INFBPW State competition. Each District is responsible for all state costs for their candidate. State costs for State Convention are **\$295**.

The Districts may choose from two scenarios as to how participants are chosen to compete at the District level:

- A. The District may accept up to ONE YWA candidate from each LO to advance to District competition. Each LO would be responsible for District costs for their one candidate.

--- OR ---

- B. The District may choose to advance ALL their LO's YWA candidates to District competition, which could potentially mean more than one candidate from each LO. Each District and their corresponding LO's would have to determine who was responsible for District level YWA costs.

Districts and LO's are encouraged to help their YWA 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 by holding LO and/or District competitions.

## 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, and of the importance of each in the judging process. At least one (1) judge should be an experienced BPW member to adequately assess the YWA 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 YWA participants.

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

## 4. **Judging Guidelines**

### **Four-Minute Prepared Speech**

Maximum **30** points

YWA participants will each give a four-minute prepared speech. The speech topic is included in this information packet. YWA participants may not use props, will remain at the podium during their speech, and will use a microphone if one is available.

*(Four-minute prepared speech, con't)*

Timing begins when the YWA participant begins speaking. The designated timer will stand at 3 ½ minutes and then sit, and stand at 4 minutes and remain standing. Speeches 16 seconds or more over or under 4 minutes receive a 5-point deduction.

Judges will use the following criteria to score the prepared speech:

<u>CRITERIA</u>	<u>POINTS</u>	<u>EXAMPLES</u>
Preparation / Content	1—10	Good opening, knowledge of subject, logical flow
Adherence to Topic	1—5	Relevance, creativity with subject, wrap up
Clarity	1—5	Word choices, ease of understanding
Poise / Self-Confidence	1—5	Confident, relaxed manner, voice, posture
Expression	1—5	Facial expression, gestures, eye contact — “talking” versus “reading” to audience, audience attention

### **One-Minute Impromptu Speech**

Maximum **10** points

Each YWA participant will choose a random speech topic, have 30-seconds to compose their thoughts, and then give their 1-minute impromptu speech. Timing begins when the YWA 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 1 minute 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—3	Confident, relaxed manner, voice, posture
Expression	1—2	Facial expression, gestures, eye contact

### **Individual Interview**

Maximum **25** points

Each YWA 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 YWA participant: career; education; work life/family balance; goals; her/his knowledge of INFBPW and its programs, the Legislative Platform or other INFBPW advocacy issues. The goal of the interview is to see how the YWA candidate interacts and responds to impromptu questions. Judges will use the following criteria to score the individual interview:

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

### **Application Form / Biographical Information**

Maximum **15** points

Each Young Careerist 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 Professional Accomplishments	1—5
Career Goals	1—5
Ability to Express Thoughts and Beliefs	1—5

### **Group Interaction**

Maximum **10** points

YWA 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

### **Helping Others to Achieve**

Maximum **10** points

Judges will assess each participant's mentoring ability and efforts to help others succeed as well as her/his demonstrated leadership skills. (from observation and application form)

<u>CRITERIA</u>	<u>POINTS</u>
Mentoring Skills	1—5
Leadership Skills	1—5

## **5. REMINDER**

Immediately after each Spring District meeting but not later than the postmarked date of April 1, each District is responsible for send the following information to the INFBPW State office, so that their candidate may be eligible for State competition:

- Completed and signed YWA Program Application Form
- Signed support statement of INFBPW State Legislative Platform
- Typed copy of Four-Minute Speech
- Photo (maximum size 5 X 7)
- \$295 State YWA Program participation fee

# **The Indiana Federation of Business and Professional Women's Clubs, Inc.**

## **Young Working Adult 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: \_\_\_\_\_

### **CAREER HISTORY**

(If not presently employed, please describe your most recent employment)

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Previous Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **EDUCATIONAL BACKGROUND**

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: \_\_\_\_\_

Currently Attending School/Name, Type and Location: \_\_\_\_\_

For Certificate/Degree: \_\_\_\_\_ Major Field of Study: \_\_\_\_\_

## **SCHOLASTIC HONORS**

---

---

---

---

## **AWARDS**

---

---

---

---

## **PUBLICATIONS / PAPERS PRESENTED / SPEECHES GIVEN**

---

---

---

---

## **VOLUNTEER ACTIVITIES / POLITICAL and/or COMMUNITY ACTIVISM**

---

---

---

---

## **MEMBERSHIPS / OFFICES HELD (include dates if Offices are not currently held)**

Name of your local INFBPW Organization and District #: \_\_\_\_\_

Others: \_\_\_\_\_

---

---

---

## **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 Young Working Adult Program application form.

1. What are your most significant career/professional accomplishments?
2. What are your career goals over the next five (5) years? And why?
3. How did your educational background prepare you for your chosen career?
4. Tell us about your involvement in volunteer/community activities and why it is important to you.
5. What specific item of the INFBPW Legislative Platform do you particularly support? Why?

## **INFORMATION FOR PUBLICITY PURPOSES:**

News releases regarding your participation in the Young Working Adult 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 Young Working Adult 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 Young Working Adult Program.

My Name: \_\_\_\_\_  
Profession: \_\_\_\_\_  
City of Residence: \_\_\_\_\_

INFBPW local & district chapters: \_\_\_\_\_  
Activities/Accomplishments: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_