



# HR SYMPOSIUM

Thank you for your interest in the Lyn Boone Memorial Scholarship Program.

The Lyn Boone Memorial Scholarship Program was established in 1994 by Human Resources, Inc. (HR Symposium) to support the continued growth and development of both current and prospective human resource professionals. The scholarship is open to qualifying students majoring in undergraduate level human resources (or related fields). The scholarship is also open to current human resource professionals who are continuing their education by obtaining additional HR certification or are in a graduate level program majoring in human resources, organizational development, or business administration with the objective of advancing in the field of HR. This scholarship program is only available to students living in Northern California (but can be obtaining a degree from a university anywhere in the United States). Newly certified professionals, currently enrolled students as well as December, 2016 graduates and May, 2017 graduates are eligible to apply.

In 2017, degree level scholarships will start at \$3,000 and will be awarded to undergraduate and graduate students. Certification level scholarships will start at \$500 and will be awarded to working HR professionals who have completed an HR certification from either SHRM, World at Work, UCSC Extension, UC Berkeley, San Francisco State University, Cal State University East Bay or Chabot College.

Human Resources, Inc. is a non-profit corporation that manages the Lyn Boone Memorial Scholarship Program with funds derived from the annual HR Symposium held at the Santa Clara Convention Center.

Lyn was one of the early members of the HR Symposium Steering Committee, served as chairperson, and later became a member of Human Resources, Inc.'s Board of Directors. Lyn's distinguished career included roles as Intel's Corporate Staffing Manager, Lee Hecht Harrison's Vice President of Client Relations, and Cadence Design Systems' Senior Staffing Manager. Her legacy of HR leadership was honored by the establishment of the Lyn Boone Memorial Scholarship program.

We look forward to receiving your application. If you have any questions about the program, please email Deanna Fairchild at [Deanna.fairchild@oracle.com](mailto:Deanna.fairchild@oracle.com).

Thank you,

*The Lyn Boone Memorial Scholarship Committee*

# Application Information

**Eligibility:** The scholarship is open to qualifying undergraduate and graduate students currently enrolled and majoring in undergraduate or graduate level human resources, or graduate business administration. The scholarship is also open to current human resource professionals who are continuing their education by obtaining additional HR certification or are in a graduate level program majoring in human resources, organizational development, or business administration with the objective of advancing in the HR field. Each Scholarship will be awarded at the discretion of the Symposium Scholarship Committee. This scholarship program is only available to students living in Northern California (but can be obtaining a degree from a university anywhere in the United States). Newly certified professionals, currently enrolled students as well as December, 2016 graduates and May, 2017 graduates are eligible to apply.

**Application:** Application packages must be scanned and uploaded to our website. All application materials must be submitted by Monday, April 10<sup>th</sup> to be considered, and must include all of the sections described below:

## **Section 1: Application Cover Sheet**

See included form.

## **Section 2: Statement of Professional Goals**

Provide a summary statement of your long-term professional goals relevant to the human resources field.

## **Section 3: Transcripts**

Enclose a copy of your current college transcript and transcripts from other colleges you have attended. Official sealed transcripts are NOT required.

## **Section 4: Professional/Non-Professional Work Experience**

Provide a resume of part-time and full-time work experience including dates of employment, employer, and responsibilities.

## **Section 5: Volunteer, Extracurricular Activities**

Provide a resume of volunteer activities including: (a) Community participation, (b) Professional societies and association participation, (c) Any scholarships or awards received.

## **Section 6: Letters of Recommendation**

A minimum of two letters of recommendation is required and preferably from a faculty member / instructor. We encourage you to submit more than one letter of recommendation from multiple sources such as employers, instructors and community service organizations. These letters should be completed by persons familiar with your academic record and/or a Manager/Supervisor for whom you have worked. Provide each evaluator with a copy of the included Recommendation Letter Instructions. The evaluator must visit the website and upload the Letter of Recommendation prior to the deadline date. **Letters received late will disqualify your application.**

**Selection Process:** Awards will be made on the basis of academic record, plan of study, career goals, recommendations, and extracurricular activities without consideration of race, color, religion, sex, marital or veteran status, age, national origin, ancestry, physical disability (including HIV and AIDS) mental disability, medical condition, sexual orientation or any other characteristic protected by law. The Symposium Scholarship Committee reviews all applications received and its decisions are final. Any attempt to personally contact members of the Scholarship Committee will automatically result in disqualification. Announcement of the scholarship recipients will be made in May, 2017.

### **Guidelines for Assembling and Uploading the Application Package:**

1. Include the section number and title on the top of the first sheet of each section. Do not include a separate title page for each section.
2. Your application package should include the following and be assembled in this order:
  - Application Cover Sheet
  - Statement of Professional Goals
  - Copies of Transcripts or proof of certification/World at Work class completed
  - Resume and Volunteer/Extracurricular Activities
3. Name your scanned document using the following naming convention: lastname-firstname-HRS2017Scholarship.pdf
4. Upload the document at <http://hrsymposium.net/scholarships/apply>
5. Letters of Recommendation – provide the Recommendation Letter Instructions to your evaluators. It includes the link where they will upload their completed and signed letter of recommendation.
6. An email confirmation that your completed package was received will be sent to you.

**APPLICATIONS MUST BE RECEIVED BY Monday April 10<sup>th</sup>, 2017.**

**Application Cover Sheet**  
**Lyn Boone Memorial Scholarship**  
**Presented by Human Resources Inc. (HR Symposium)**  
**2017 Scholarship Program**  
**This scholarship program is available only to students studying in California.**

General Information (Please type or print)

\_\_\_\_\_  
Name (Last) (First) (Middle)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Best time to be reached

\_\_\_\_\_  
Fax Number (if available)

\_\_\_\_\_  
Email Address

**Educational Background**

\_\_\_\_\_  
University attending or certification organization

\_\_\_\_\_  
Date scheduled to graduate or date certification completed

\_\_\_\_\_  
Major/Minor/Certification

*The HR Symposium likes to recognize scholarship winners by announcing their names at the annual function as well as reserving the right to list scholarship recipients on the Symposium website, program or other promotional materials. If you **do not** wish your name to be used in this manner, **please check here***

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

## Recommendation Letter Instructions

Dear Evaluator:

The individual named on this form is applying for the Lyn Boone Memorial Scholarship, funded by Human Resources Inc. (HR Symposium). He/she is asking you to evaluate his/her ability to do undergraduate or graduate work, his/her character traits, his/her impact on the HR profession and his/her potential for professional success.

We request that your letter of recommendation include the length of time you have known the applicant and in what capacity. Your evaluation of the individual and his/her credentials should include but not be limited to: intellectual ability, initiative, oral and written expression, motivation, emotional maturity, dependability, creativity, flexibility, and known professional and community contributions. Discuss any particular strengths and weaknesses that the individual has.

Please be sure to include your contact information (name, title, organization or school, and phone number) in the letter. This helps us to ensure that letters of recommendation can be verified.

We know that you will appreciate the difficulty of evaluating many excellent applications, and hope that you will provide us with a candid appraisal of this individual.

Please submit your letter of recommendation through our website as follows:

1. Prepare, print and sign the letter. Scan the signed letter as a .pdf document and name your scanned document using the name of the applicant **and** your last name in the following naming convention: applastname-appfirstname-HRS2017Letter-evaluatorlastname.pdf
2. Upload the document at <http://hrsymposium.net/scholarships/lor>
3. An email confirmation that your letter of recommendation was received will be sent to you.

**Letters of Recommendation MUST BE SUBMITTED BY Monday April 10<sup>th</sup>, 2017.**

Your assistance is greatly appreciated.

Thank you,

*The Lyn Boone Memorial Scholarship Committee*