



HR Symposium

October 2009

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

The Lynn 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 undergraduate and graduate students 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 in a graduate level program majoring in human resources, organizational development, or business administration with the objective of advancing in the HR field. This scholarship program is available only to students studying in California.

In 2010, \$5,000 will be awarded to graduate students and \$3,000 to undergraduate students.

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

Lynn 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. Lynn'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 Lynne Boone Memorial Scholarship program.

We look forward to receiving your application. If you have any questions about the program, please email Deborah Morton at deborah.morton@anritsu.com

Thank You,

The Lynn 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 currently enrolled and continuing their education 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. December 2009 graduates and 2010 graduates are eligible to apply. This scholarship program is available only to students studying in California.

Application: Application materials must be postmarked by Monday, March 15, 2010 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

Two letters of recommendation must be submitted to support an application. 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 should return the Letter of Recommendation in a sealed and addressed envelope to you for inclusion with your application package. You are responsible for ensuring that all letters of recommendation are enclosed with the application at the time of submission to Human Resources, Inc. **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 April 2010.

Guidelines for Assembling 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
 - Resume and Volunteer/Extracurricular Activities
 - Sealed Letters of Recommendation
3. **Do not use staples or paperclips.**

Mailing Instructions:

1. Send completed packet to:
Lynn Boone Memorial Scholarship Program
c/o Deborah Morton
Anritsu Company
490 Jarvis Drive
Morgan Hill, CA 95037
2. An email confirmation that your complete package was received will be sent to you.

APPLICATIONS MUST BE POSTMARKED BY March 15, 2010

Application Cover Sheet
Lynn Boone Memorial Scholarship
Presented by Human Resources Inc. (HR Symposium)
2010 Scholarship Program

This scholarship program is available only to students studying in California.

Please type or print

General Information

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

Date scheduled to graduate

Major/Minor

*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 a Lynn 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, 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.

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.

Your assistance is greatly appreciated.

Thank You,

The Lynn Boone Memorial Scholarship Committee