

Informational Booklet

Thurgood Marshall College Fund Program



THURGOOD MARSHALL COLLEGE FUND

Our Mission:

To develop and prepare a new generation of leaders by providing leadership development, scholarships, resources, opportunities and advocacy to Public Historically Black Colleges & Universities, students and alumni.

Our Vision:

To become the premier HBCU organization, preparing a new generation of diverse talent to become the corporate, government and education leaders of tomorrow.

Programs:

Leadership Institute
TMCF Student Ambassador
Academic Scholarships



LEADERSHIP INSTITUTE

Are you the "Best of the Best" who has what it takes to make it in the real world?



The Annual Leadership Institute Recruitment Conference & Career Fair is the premier recruitment conference for students attending public HBCUs. For the past nine years, this four day conference has given talented future leaders a unique professional development experience that annually brings a carefully selected group of students together with many of the nation's top executives for leadership training, career management, life skills, and development and recruitment opportunities. One of the main components of the Leadership Institute is the Career Fair, where students attending the conference will be able to meet with over 50 companies and government agencies offering job and internship opportunities. Surveys and other research conducted among students, business executives who serve as instructors and corporate conference sponsors reveal that the Leadership Institute is having a tremendous impact in a range of areas. In addition to attending the conference, students will have the opportunity to attend other events



taking place during the weekend to include the Annual Black Tie Anniversary Dinner.

Selection Criteria

All students nominated to attend the Annual Leadership Institute (during the fall of the year) should possess the following:

- Rising Juniors and/or Rising Seniors
- Proven leadership skills
- Excellent communication skills
- Great interpersonal skills
- Involvement in extra-curricular activities
- Internship and volunteer experience
- Ability to present and interview well
- GPA of **3.0 – 4.0**
- Open to a variety of majors (*students majoring in science, technology, computer science, MIS, engineering, mathematics, all areas of business, social science and communications are strongly encouraged to attend*)

Student Nominees

Please provide the following information for all students nominated to attend the Thurgood Marshall College Fund's Leadership Institute:

- Name
- Classification
- Major
- GPA
- Contact Phone #
- Contact e-mail address
- Resume

TMCF Coordinators should indicate which students are being sponsored by TMCF.

****TMCF Sponsored Students***

- For the students that are being sponsored by TMCF, we will pay for everything **except** the \$400 registration fee per student
- Travel arrangements **must** be made through a TMCF approved travel agency. TMCF is paying for travel for each student.
- TMCF will handle all hotel arrangements for the students



- The cost of the students Annual Dinner ticket is included in the registration fee



Connor Kinder, Elijah Roberts, Josh Means and Briana Edwards attended The Leadership Institute in fall 2016.

EXPECTATIONS

Students must attend all events (workshops and meal functions) and are expected to arrive **ON TIME**. Some events will begin as early as 8:00am, so please make sure you give yourself enough time in the morning to get ready. Remember you will be sharing a bathroom. It is suggested that students try to arrive a few minutes early so that events can begin promptly.

Students must be dressed in professional business attire for **ALL** events (*business suits should be worn by both males and females*). Recommended business suit colors are **black, grey, navy blue or pin stripe**. Casual clothing may be worn during free time. Remember to try to look your best even when dressed casually. Many corporate



recruiters will be staying in the hotels as well so be mindful that “you are being observed”. The Anniversary Awards Dinner is a black-tie affair, so please make sure that you are dressed appropriately for that event.

Men

- Wear conservative suits in colors such as black, gray, or navy with a simple tie with a collared shirt (refrain from leisure suits or suits in bright colors)
- Hair should be neatly groomed (this includes facial hair). Men ***should not*** wear braids. Men with locks should ensure that they are neatly pulled back (if they are long).
- Refrain from excessive jewelry
- Earrings and all other body piercing should be ***removed***
- Shoes should be polished

Women

- Wear conservative suits with a tailored blouse. All skirts should be knee length at minimum.
- Hosiery should always be worn with a skirt suit. Hosiery should be sheer or flesh tone. Women should not wear fish net stockings or stockings with holes or tears.
- Women should refrain from wearing sheer blouses or shirts with plunging neck lines. Extremely tight pants or skirts should also be avoided.
- Refrain from wearing extremely high heels that may be difficult to walk in
- Jewelry and make up should be modest and accessories should be simple (all body piercing should be removed)
- Hair should be neatly groomed (women with locks should ensure they are neat as well)
- Students should ensure that all cell phones are turned off or on vibrate while conference events are in session. Students should not leave workshops or meal functions to answer phone calls except in the case of extreme emergencies or being called for an interview

All students attending the Leadership Institute will be automatically assigned to a double-double room after completing the registration process. ***Students will be assigned randomly to a double room in order***



to encourage networking among students attending TMCF Member Universities.

Upon arrival at the hotel, all students should see TMCF Career Counselor downstairs for registration. Our registration team will set the students up and provide hotel keys. Students ***will not*** need to go to the front desk to obtain their keys. Students will report to an assigned room on the lower level of the hotel. ***Students will not have charging privileges in their rooms.***

- It is recommended that students bring spending money for incidentals not covered by TMCF. TMCF will provide Arch Cards for the students to use for breakfast on Saturday and Sunday. Lunch is provided everyday and dinner is included on Monday. TMCF does ***not*** cover breakfast on Monday. TMCF does ***not*** cover dinner on Friday, Saturday, or Sunday. There will be receptions each evening where food will be served however this will not be a full meal. TMCF also does ***not*** cover ground transportation to and from airports.
- Students should be mindful of other guest in the hotel. We realize that this conference will give many students the opportunity to network and fellowship with peers from different universities. Please be mindful of loud talking in common areas of the hotel and even in hotel rooms. Guest staying next to you may not be attending our conference.
- Students are required to wear their name badges to ***ALL*** events during the conference. This includes events that may be held outside of the conference hotel.
- TMCF has a ***zero tolerance policy*** for underage drinking. Students who are 21 years of age or older should remember that any drinking should be done in moderation. ***In addition all students must bring photo ID to all receptions.*** There will be a student check in table at all receptions where alcohol will be served. ***If you do not bring your ID you will not be served any alcoholic beverages at any TMCF events.***



TMCF STUDENT AMBASSADOR

Do ***YOU*** have what it takes to be a TMCF Student Ambassador?

- Are you a creative and outgoing student with the gift of gab?
- Are you a natural born leader with the ability to influence others around you?
- Do you love coming up with innovative strategies to get a message out?
- Are you looking to make some additional cash this school year?

If you've answered "yes" to these questions, then you may be the type of student we are looking for.

The Thurgood Marshall College Fund is searching for motivated students to serve as ***TMCF Student Ambassadors***. The TMCF Student Ambassador will serve as "the voice" of TMCF on their respective college campus. The TMCF Student Ambassador will ensure that the student body is aware of all programs and services offered by TMCF and will encourage student participation in these programs. The Student Ambassador will develop innovative strategies to peak student interest in TMCF programs and will be responsible for disseminating information on the Fund throughout the campus.

Primary Responsibilities

TMCF Student Ambassadors will be responsible for the following:

- Disseminating information on TMCF programs and services to student body
- Driving students to TMCF's website and Talent Sourcing Database
- Ensuring TMCF posters and other printed material are in ***prime*** locations throughout the university campus



- Developing regular dialogue with TMCF staff and sharing information on new programs and services at the university
- Creating regular communication with student body concerning TMCF news and events (this includes regular communication with all student organizations – Greek organizations, SGA, student clubs, etc.)
- Creating regular bulletins regarding TMCF news and events on popular networking websites such as Myspace, Facebook, etc. as well as via university email listservs
- Developing innovative strategies to get students excited about TMCF

Qualifications

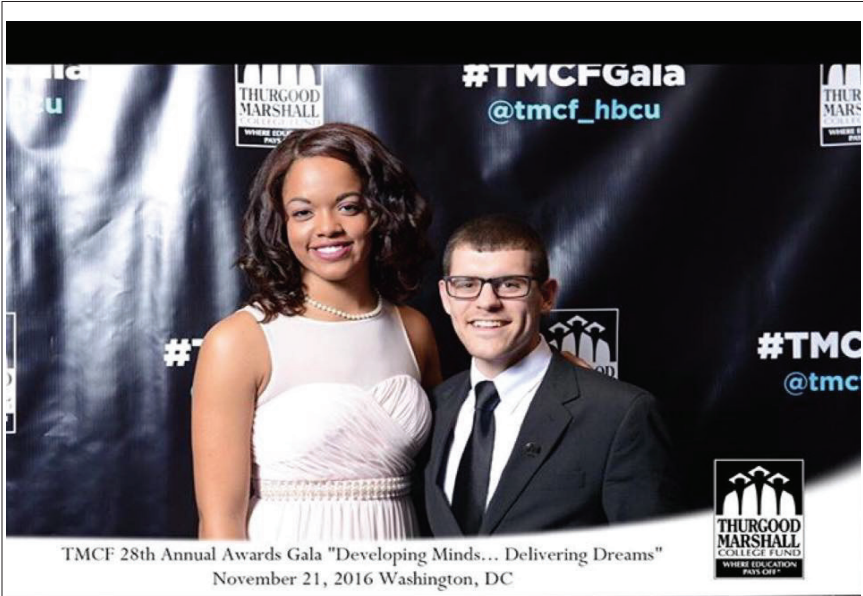
All applications for this position should possess the following qualities:

- Excellent communication and presentation skills
- Outgoing personality and the ability to build relationships
- Strong leadership skills (leadership roles in student organizations a plus)
- Ability to come up with creative and innovative ideas
- Involvement in extracurricular activities (student organizations, volunteer service, etc.)
- Prior experience with TMCF programs/services a plus (Leadership Institute, Scholarship Recipient)
- GPA of ***3.0 or higher***

Benefits to being a TMCF Student Ambassador

- Students will receive a stipend per semester
- Students will have an opportunity to build their professional network through constant communication with TMCF staff and corporate partners





ACADEMIC SCHOLARSHIPS

SCHOLARSHIP DISCLAIMER:

DO NOT WORRY IF YOU DO NOT HAVE ALL THE DOCUMENTATION AT ONCE. YOU WILL BE ABLE TO COME BACK AND ADD OR EDIT YOUR INFORMATION AT A LATER STAGE. YOU WILL BE PROVIDED WITH AN EDIT LINK ONCE YOU SAVE YOUR APPLICATION.

MAKE SURE YOU GO THROUGH THE ENTIRE APPLICATION TO THE END AND HIT THE "SAVE & EXIT" BUTTON. THIS WILL SAVE YOUR RECORD AND WE EMAIL YOU THE EDIT LINK.

Application Deadline is mid-July of each year



1. Please select one of the following topics to write an essay of 500-1000 words.
 - What is a major achievement in your life? Who and/or what assisted you in achieving this goal?
 - What are your career aspirations past graduation?
 - How have you grown and developed while being in college?

(This is a required document and has to be in **PDF** or **MS word** format anything else will be rejected. If you do not have an **MS word or PDF** file you have an option to paste your essay in a text box. If you submit your application without a copy of your essay, your application will not be considered for award.)

2. Please upload an updated resume in your online scholarship application. Include any information on honors awards you have received and or volunteer activities. (This is a required document and has to be in **PDF** or **MS word** format anything else will be rejected. If you do not have an **MS word or PDF** file you have an option to paste your resume in a text box. If you submit your application without a copy of your resume, your application will not be considered for award.)
3. Please attach at least one letter of recommendation from, a former teacher, college administrator, community leader or other similar person concerning the academic ability, character, reputation or professional aptitude of the applicant. (This is a required document and has to be in **PDF** or **MS word** format anything else will be rejected. If you do not have an **MS word or PDF** file you have an option to paste your letter in a text box.)
4. Please attach an updated copy of your transcript with your online application. Copy of transcript may be submitted as an unofficial copy. (This is a required document and has to be in **PDF** or **MS word** format anything else will be rejected. If you do not have an **MS word or PDF** file you have an option to



paste your transcript in a text box. If you submit your application without a copy of your transcript your application will not be reviewed.)

The *online scholarship application will close by mid-July* and notification will only go out to the awarded scholars.

UP ON COMPLETION A CONFIRMATION E-MAIL WILL BE SENT TO YOU WITH DETAILS AND A LINK TO YOUR EDITABLE APPLICATION FORM.

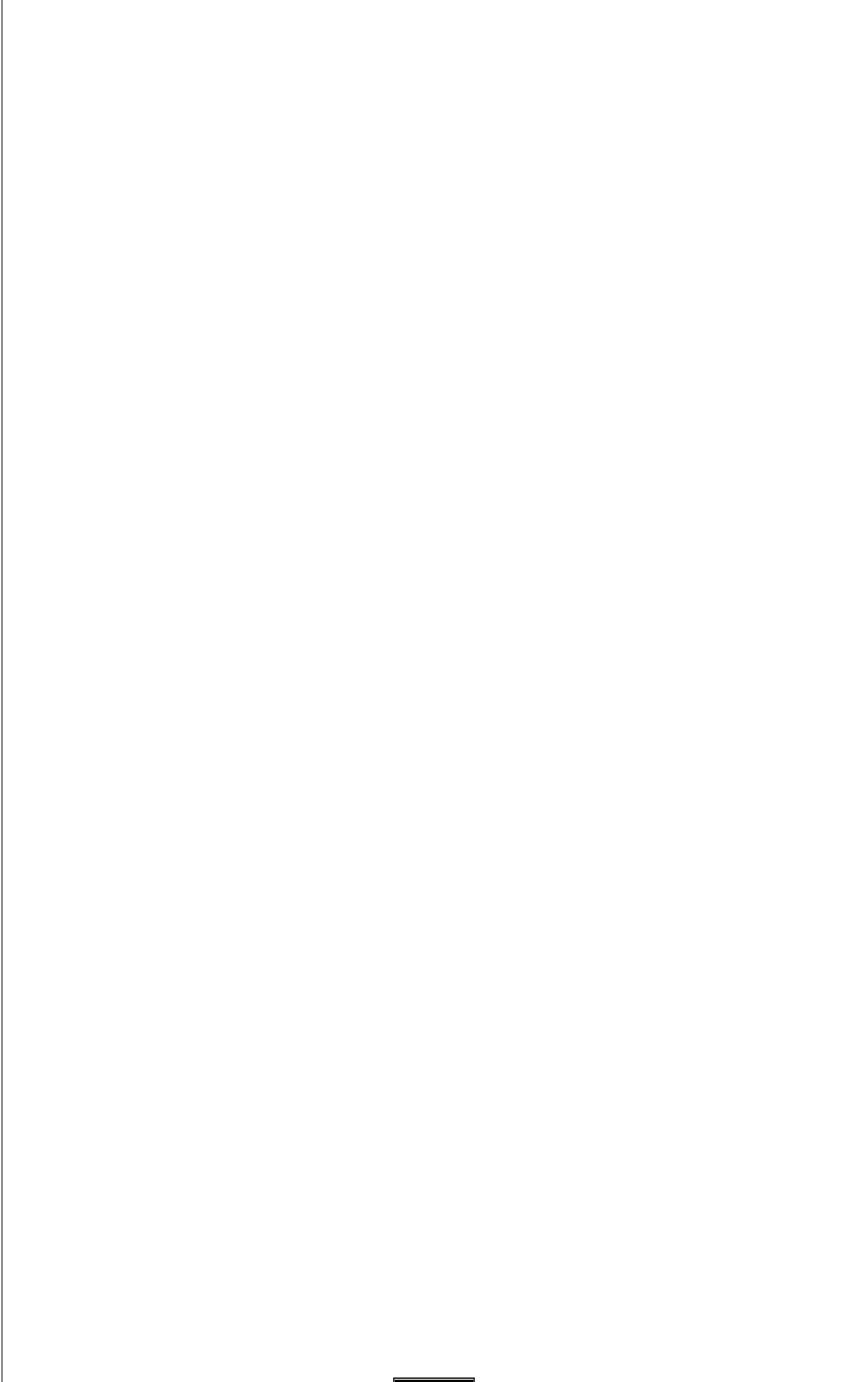
NOTE: YOU NEED TO BE LOGGED IN, IN ORDER TO ACCESS THIS SCHOLARSHIP APPLICATION. IF YOU DO NOT HAVE AN ACCOUNT, PLEASE CREATE ONE BY USING THE CREATE ACCOUNT LINK ON THE TOP MENU BAR.

TMCF Headquarters

901 F Street NW • Washington, DC 20004

Telephone: (202) 507-4851 • info@tmcf.org





For further information, please contact:

***Sharon Smith Banks
Office of Advisement Program
Wallace Hall 231
banksss@wvstateu.edu***