



Business and Professional Women/Vermont

VIRGINIA ALLEN YOUNG CAREERIST MANUAL

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Overview

The Virginia Allan Young Careerist (YC) Program should be fun for participants, organizers and spectators. Goals of the program are to attract new members and to provide opportunities for young adults to network, practice speech presentation skills and participate in meaningful workshops.

The four basic requirements constituting the mandatory criteria for participation are as follows: A State Young Careerist Candidate *must* be:

- between the ages of 21 and 35, inclusive, by July 31st following the first competition in which she/he participates;
- or have been employed in business or the professions with at least one (1) year of full-time work experience;
- BPW member in good standing; and agree with the mission and goals of BPW Foundation and Vermont BPW.

Before inviting Candidates to participate in a YC Program, discuss with your Local Organization how the event will be structured, how the event will be judged, who will take financial responsibility for sending your Candidate to the next level of the YC Program, and what additional requirements have been set by BPW/VT for YC Program events. In order for the BPW/VT Candidate to proceed to the New England BPW Past State President's Regional YC Program, be sure to adhere to the four criteria as outlined above.

Once you understand how you will organize and execute your YC Program and are aware of the BPW/VT criteria, you are ready to notify your community about your event. In the following pages, you will find additional information to help you plan and conduct your YC Program. Good luck and have fun!

I. Fact Sheet about the Virginia Allan Young Careerist Program

A. Mission

The Virginia Allan Young Careerist Program (YC) is a program that was originally developed by Business and Professional Women/USA (now BPW Foundation) that recognizes and celebrates the accomplishments of successful individuals.

B. Vision

The Virginia Allan Young Careerist Program provides training, leadership, and development skills. The Program introduces participants to Business and Professional Women Foundation and offers unique learning opportunities for personal and professional growth and leadership experiences through participation in networking, workshops, public speaking, interviewing, and group activities.

C. Background

In 1964, Virginia Allan, BPW/USA President, envisioned a mutually beneficial partnership between young working adults and BPW. President Allan's commitment to the development and the careers of younger women and men led her to spearhead the formation of the Young Careerist Program.

The program, renamed The Virginia Allan Young Careerist Program in 2001 in honor of President Allan, begins with competition at the Local Organization Level, proceeds to the State Level where a Young Careerist is chosen during a State-Wide Event, usually the State's Mid-Year Board Meeting or at the State Conference. The State Young Careerist then proceeds to participate in the New England Business and Professional Women's Past State Presidents (NEBPWPSP) Regional YC Competition, which is held in the Fall of each year, competing with YC Candidates from the other five (5) New England States.

A NEBPWPSP Young Careerist is chosen based on a panel judging in five (5) areas. Those areas are: (1) the biographical information application; (2) personal interview; (3) individual speech presentation/impromptu question, (4) group interaction and (5) helping others to achieve/community service. The maximum number of points a Candidate can achieve is 100.

YC Candidates are introduced to the attendees at the NEBPWPSP Fall Meeting and honored during the meeting with special recognition.

D. Benefits to the Organization

** Opportunities to Keep Abreast of Issues Facing Individuals in the Early Stages of Their Careers*

When recruiting YC Candidates, Local Organization members are afforded the opportunity to network with individuals in the early stages of their careers. The interaction offers BPW members an opportunity to keep up-to-date on changing roles of women in the workplace and on challenges facing young working adults. In addition, a dialogue with these individuals in the early stages of career development provides BPW with suggestions for better serving the interests of younger members who are vital in continually renewing our organization.

** Opportunities to Market BPW to Prospective Members*

An effective YC Program informs young adults about BPW resources and programs intended to benefit the personal and professional lives of working individuals. YC Candidates at the Local Level should be introduced to the mission and vision of BPW/VT and BPW Foundation, the organizational structure, and member benefits.

** Opportunities to Increase Membership in BPW*

Participants in the YC Program should be encouraged to join BPW. Membership in BPW/VT is mandatory for any State Young Careerist Candidate participating in the NEBPWPSP Regional BPW Competition. Many Local BPW Organizations choose to award the local YC winner with a one-year state and local membership as a part of their prize. An established follow-up plan with YC Candidates can successfully progress Candidates to members, sharing goals and objectives. The YC Program is an excellent opportunity to reach a new pool of potential members and to grow the organization!

** Opportunities to Increase Visibility*

Local Organizations and State Federations should optimize visibility gained in the community and state through sponsorship and participation in an effective YC Program. At every level, the YC Program has proven to be a rewarding partnership for all participants.

E. Benefits to the YC Candidate

**Opportunities for Personal and Professional Development*

Participation in the YC Program provides opportunities to practice public speaking, interviewing, group interaction, and resume writing. The State YC Candidates who attend the Regional BPW PSP conference are provided additional opportunities for personal and professional development through networking, informative workshops, presentations, and interactive group activities with young adults from throughout the New England area.

**Opportunities for Networking*

Some local and state YC Programs include social events or roundtable-type discussions designed to encourage YC Candidates to meet one another, get acquainted with BPW members and learn more about the benefits of BPW. Networking is a powerful way for a young career woman/man to build on her/his resume and contacts.

**Opportunities to Learn about the Issues*

Participation in the YC Program offers the opportunity for YC Candidates to learn more about issues of concern to workingwomen, become familiar with the mission and vision of BPW Foundation, acquire knowledge about state and national issues and other BPW advocacy issues and interact with and engage in dialogue with BPW members.

**Opportunities for Visibility*

YC Candidates can receive enhanced visibility through media and publicity in the community and through their employers. Successful YC Programs incorporate publicity and press in promoting the YC Program and the YC Candidates. To maximize publicity and promote the program, YC Chairs may wish to send news releases to participants' hometown newspapers and to radio and television stations.

**Opportunities to Make a Difference*

By joining BPW, a YC Candidate becomes part of a nationwide network dedicated to achieving equity for workingwomen. She/he can enjoy the unique benefits of membership. She/he can mentor and be mentored. She/he can feel the strength of blending her/his voice with others as the leading advocate for workingwomen.

II. Mandatory Criteria for the Virginia Allan Young Careerist Program

A. Judging

If judges are incorporated into the Local Organization YC Programs, it is the responsibility of the Local Organization YC Program Chair to meet with the judges prior to the respective competitive events to ensure a clear understanding of the YC Program, procedures and evaluation process. Judges should be familiar with the BPW Foundation Mission and Objectives and the BPW/VT Programs and the importance of each in the selection process. It is suggested (but not mandated) that at least one judge should be an experienced BPW member to adequately assess the YC Candidate's knowledge of BPW issues.

Ideally, judges should be familiar with interviewing and presentation/public speaking. Judges should be briefed on all aspects of BPW in advance. Judges should be encouraged to refrain from asking personal, religious, and/or politically related questions. Local Organizations have the option of using judges, but they also may conduct the YC Program either by committee selection or by nomination if only one or two YC Candidates are participating in the event. If competition determines selection of a YC Candidate, there are advantages to employing similar guidelines at every competition level--- local, state and regional ---whenever feasible, to provide uniformity and a level playing field for the YC Candidates. This kind of uniformity also prepares the State YC Candidate for the New England BPW Past State President's Regional Program built around resume, essay questions, individual or group interviews, and speeches.

B. Competition

In a competitive format, the selection process should include a biographical sketch and at least two (2) types of events:

*One event in which participants make individual presentations or speeches.

BPW/VT will provide the speech topic for the BPW/VT Competition. Local Organizations, while not required to use this speech topic, are encouraged to do so to eliminate the need for YC Candidates to prepare multiple speeches as they progress through the competition levels. The BPW/VT speech topics will be required at the State Conference.

*One event in which YC Candidates have the opportunity to meet individually or as a group (group interviews or team presentations) with the panel of judges.

This event could be in the form of a breakfast, lunch, panel discussion, workshop setting or networking-type event.

C. Orientation

The YC Program must include a briefing session for all participants concerning the State Federation, the Virginia Allan Young Careerist Program, and the BPW Foundation mission, vision, and objectives.

III. Blueprint for a Successful Virginia Allan Young Careerist Program

Communication and planning are vital keys to chairing a successful YC Program. To assist you in your duties as the YC Program Chair (whether at the Local Organization or State Federation level), the following guidelines are offered.

A. Develop a Timeline

The planning of Local Organization and State Federation YC Programs requires coordination, as one level of event generally occurs prior to the next level and the next. If, for example, a State Federation conducts its YC Program at its State Conference, the Local Organization must conduct its YC Program to select a YC in advance of that time. It is recommended that information be shared between YC Program Chairs at Local Organization and State Federation levels to ensure timeliness of all YC Programs.

State policies or procedures regarding the YC Candidates at different levels (i.e., Local Organizations participating in the State Federation Competition, should be communicated by the State Federation YC Program Chair to the Local Organization YC Program Chairs early in the year. Once the date is established for the highest level of competition (usually the Regional Level) and is communicated by the State Federation YC Program Chair, the Local Organization YC Chairs should set the dates for their respective YC Programs. The creation of a month-by-month schedule ensures the timely completion of all tasks necessary for a successful YC Program. Use the activities delineated below to help identify those tasks. While the activities listed below are directed at the Local Organization Competition, they can be incorporated in the planning for an event at the State Federation level as well.

B. Identify YC Candidates at the Local Level

Local Organization members and/or the YC Program Chair and Committee can recruit YC Candidates in the following ways:

*Seek YC Candidates from within the Local Organization membership.

*Reach out into the community by contacting business and industry leaders for nominations of YC Candidates. A sample letter requesting nominations from local businesses is included in the Addendum Section of this manual. (Human Resource Directors are effective sources for YC Candidates!)

*Publicize the YC Program and request that interested YC Candidates submit resumes and applications directly.

*One-to-one requests directed to potential YC Candidates.

C. Requests for Applications

Immediately following an inquiry from a potential YC Candidate, the Local Organization YC Program Chair and Committee should prepare a Request for Application Form and send a copy to her/him. A sample Request for Application Form is included in the Addendum Section of this manual.

When the Request for Application Form is returned, send the potential YC Candidate an information packet about BPW and the YC Program containing the following items:

- Sample Letter to the Young Careerist Candidate customized for your Local Organization/ State Federation from the Addendum Section of this manual.
- Fact Sheet about the Virginia Allan Young Careerist Program from the Addendum Section of this manual.
- Biographical Information Sheet from the Addendum Section of this manual.
- Young Careerist Program Speech Topics from the Addendum Section of this manual.

Be sure to include information about any financial implications that may arise from participation in the YC Program and information about the legislative platform and expectations of the YC Candidates.

D. Promotion of Quality Programming

YC Programs can be exciting and meaningful events and should be promoted with these aspects in mind. Selection as a YC Candidate is an honor, and YC Candidates should understand the importance and relevance of the tribute. Increased visibility of your organization is a desired result of the YC Program. Promote both the event and the YC Candidates. An effective, high-profile technique is having a political figure, such as a Mayor or a Governor, recognize the YC Candidates and the YC Program. A sample Proclamation is included in the Addendum Section of this manual. Please refer to the Addendum Section, which contains sample YC Program news releases and letters, proclamations, and other materials.

E. Plan the Logistics

Well in advance, make all necessary arrangements for the facility where the YC Program event will be conducted. Confirm those arrangements prior to the event.

Show appreciation of the judges and the YC Candidates for their time and participation in the event. If you plan to give plaques or other tokens of appreciation to the YC Candidates and/or judges, be sure to order them sufficiently beforehand. (TIP: Check spelling of names!)

F. Plan the Format

Determine the type of speeches to be given and select topics. Establish the format and timing for events, including orientation (judges and YC Candidates), personal or group interviews, speeches, and workshops, if any. Judges often appreciate “sample questions” to optionally use in addition to their own questions for interview judging. (See Instructions for Judges in the Addendum Section of this manual for sample interview questions.)

G. Select the Judges

If your YC Program includes judges, confirm the selection of judges and forward informational materials to them. (Usually, a minimum of three judges are recruited to serve. Judges should not be familiar with any of the YC Candidates; if they are, they should not be considered as judges for the competition.)

Resource materials that may be useful to judges as they prepare for the competition are included in the Addendum Section of this manual. The BPW/VT and BPW Foundation web sites also contain information about the organization that judges may find helpful. Arrange time for a short orientation for the judges prior to the competition. During this orientation, the YC Program Chair or a committee member can review the procedures and logistics of the event and answer any questions. The orientation is also the opportune time to review the scoring sheets with the judges and to discuss appropriate topics for interview questions. Judges should be encouraged to refrain from asking questions that are personal, religious, and/or politically related.

H. Conduct an Orientation for YC Candidates

It is advisable to conduct an orientation session for all YC Candidates. This orientation should explain the selection process at all levels and expected responsibilities and financial obligations of the YC Candidates. This time can also be used to review the BPW/VT, BPW Foundation and NEBPWPSP Mission and Objectives and other information about BPW, such as the member benefits and programs.

Encourage the YC Candidates to complete an evaluation Form. A sample evaluation Form is included in the Addendum Section of this manual. The information gleaned from this kind of feedback can be very helpful in planning future YC program events.

I. Conduct the Program and Select a YC Candidate

The winner and a runner-up should be announced based on the results of the judges' selection process. In order to provide constructive feedback to the YC Candidates, the judges should complete a feedback Form to be given to each YC Candidate providing suggestions about the content and delivery of the speech, completion of the Biographical Information Form, etc. A sample form is included in the Addendum Section of this manual.

The winner of the competition at the Local Level will advance to the BPW/VT State Level of competition. In the event that the winner is not able to advance, the runner-up or next highest scoring YC Candidate will be eligible to participate in the next level of competition. Each Local Organization is encouraged to send a YC Candidate to the BPW/VT conference as its official YC Candidate.

The BPW/VT Virginia Allan YC Candidate will represent BPW/VT at the NEBPWPSP Regional YC Competition.

J. Follow-up: Post-Program Activities

Arrange for post-program publicity in local media or work with the public relations chair to ensure maximum publicity for the YC Program and your organization.

Forward the completed Biographical Information Sheet and any other required information about the YC Candidate selected to the YC Chair at the State Level of competition by the deadline established at that level, including a letter of endorsement from the Local Organization President, if necessary.

Mentor the YC Candidate selected to ensure an understanding of the events to come, her/his participation, and any financial implications. Support your YC Candidate!

Arrange for follow-up after the competition to encourage all YC Candidates to become BPW members. Consider giving a membership as a gift to all the Local YC Candidates. Arrange for mentors to stay in contact with the YC Candidates. Keep the YC Candidates informed about meeting times and dates and programs offered. An inexpensive way to "stay in touch" is via email newsletters and invitations to upcoming meetings and events.

Send written thank-you notes to the judges and the YC Candidates the day after the program.

K. State Level Approach

In addition to the procedures described in the above guidelines, the BPW/VT YC Program Chair and/or Committee should also consider the following:

Send all YC Candidates advancing to the BPW/VT YC Program level information making it clear regarding possible expenses that may arise for the YC Candidates and plans and procedures for the state conference.

Plan informal activities to enable the YC Candidates to meet each other and state officers prior to the beginning of the YC Competition (possibly at the Friday night informal event at State Competition).

Communicate with the BPW/VT YC Candidate to make certain all information about the NEBPWPSP Competition information and expectations are understood, especially the judging criteria, schedule, and expenses related to attending the NEBPWPSP conference (travel, lodging, meals, registration, etc.).

Communicate with the NEBPWPSP YC Chair as soon as possible after the State YC Candidate is selected to make certain that she/he has current contact information for the State YC Candidate and to confirm whether the State Federation will be sending a YC Candidate to the NEBPWPSP Competition.

Report Your Candidate to NEBPWPSP: Submit the following information about the BPW/VT YC Candidate to the NEBPWPSP YC Chair immediately upon selection:

- Completed and signed Young Careerist Biographical Information Form
- Copy of four-minute speech
- Photo (maximum size is 5 X 7)
- Any other information as may be required.

IV. Financial Responsibility

It is the responsibility of the BPW/VT YC Program Chair to inform the Local Organization President, Local Organization YC chair, and Local Organization Treasurer of all financial requirements and expenses at each level of the YC Program.

A. Local Level

It is recommended that the Local Organization assume the YC Candidate's financial expenses to the BPW/VT Competition should the YC Candidate be chosen to compete at those levels. (Many Local Organizations and State Federations sponsor fundraising events for the YC Program.) The Local Organization YC Program Chair should request funds in the Local Organization budget for the following year. The YC Program Chair may seek financial assistance from local businesses to underwrite expenses associated with the YC Program. Sample letters soliciting financial assistance are included in the Addendum Section of this manual.

B. State Level

Many State Federations assume the YC Candidate's financial expenses to the NEBPWPSP Competition and this type of support is greatly encouraged. In any event, the BPW/VT YC Program Chair must inform the State YC Candidate of the costs of attending the NEBPWPSP Competition and BPW/VT's policy for reimbursement of those expenses.

If BPW/VT does provide funding to its YC Candidate, the State Federation YC Program Chair should request funds from the State Federation Treasurer to be paid on behalf of the YC Candidate in time for registration prior to the NEBPWPSP Competition. The State Federation YC Program Chair should prepare a budget request for the State Federation budget for the YC Program and funding for the State YC Candidate to attend the next NEBPWPSP Competition.

V. Judging Guidelines

If judges are used in a YC Program, it is recommended that there be a minimum of three impartial judges in the selection process at the Local Organization and BPW/VT levels. Judges should not be familiar with any of the YC Candidates; if they are, they should not be considered as judges for the competition. The word "impartial" does not exclude BPW members from being judges. Local Organizations and State Federations are strongly urged to have a BPW member as one of the three judges in order to adequately evaluate the YC Candidates' understanding of BPW and its mission and vision if interview questions focus on BPW issues. For example, a BPW member from a different State Federation or from a Local Organization that does not have a YC Candidate could be considered an impartial judge.

A. Judges' Materials

Judges should receive the following information in advance of the competition to ensure ample time for review before the judges' orientation:

- Letter to Judges from the Addendum Section of this manual;
- Fact Sheet about the Virginia Allan Young Careerist Program from the Addendum Section of this manual;
- Biographical Information Sheet for each YC Candidate
- Instructions for Judges from the Addendum Section of this manual;
- Young Careerist Scoring/Tally Sheets and Evaluation Sheets from the Addendum Section of this manual;
- Copy of four-minute speech outline from each YC Candidate.

B. Judges' Orientation

A brief orientation for judges prior to the time of the event helps judges to clearly understand the judging process and allows time for questions. For example, if interview questions regarding the BPW mission and vision are the focus, then, reasonably, the judges also should understand them. This understanding by the judges is vital to evaluating the YC Candidates' responses relative to their knowledge of BPW, which includes its mission, goals, and programs.

C. Judging Process and Criteria

The "Young Careerist Judging Sheet" is included in the Addendum Section of this manual and provides suggested/optional categories upon which each YC Candidate can be evaluated. Please remember to allow adequate time for the judges to evaluate each part of the competition. Judging Sheets should be returned to the YC Program Chair who will determine whether or not the YC Candidates should see the results individually. (The YC Chair may have some other appropriate type of feedback for the YC Candidates.)

D. Scoring and Point System

Although Local Organizations and BPW/VT may create their own scoring systems, it is suggested that the YC Candidates be evaluated on a point system in at least three of five areas; total maximum points is 100. The following is an example breakdown for using all five major areas:

Biographical Information**Maximum 15 points**

Each YC Candidate will complete and provide biographical information highlighting her/his personal and professional accomplishments and her/his goals. The judges should receive a copy of the Biographical Information Sheet for each YC Candidate. From data on that sheet, judges will use the following criteria to score biographical information:

<u>SCORING</u>	<u>POINTS</u>
Personal and professional accomplishments	1–5
Ability to express thoughts and beliefs	1–5
Career goals	1–5

Personal Interview**Maximum 25 points**

A quiet, private room should be made available to the judges for interviewing YC Candidates. Some Local Organizations use individual interviews privately conducted by each judge. Other prefer a time-saving format using all three judges present for each interview. YC Candidates may be interviewed in alphabetical order or selected by some other method. Each YC Candidate should be interviewed for a predetermined amount of time. It is recommended that interviews be limited to ten (10) or fifteen (15) minutes per YC Candidate. The goal of the interview is to see how YC Candidates interact and respond to impromptu questions. YC Candidates should be asked the same questions so that there will be consistency in judging their responses. Suggested interview questions are included in the Addendum Section of this manual but creativity is also encouraged! The questions should not be made available to the YC Candidates in advance.

Judges will use the following criteria to score the interview:

<u>SCORING</u>	<u>POINTS</u>
Ability to communicate	1–5
Poise/Self-confidence	1–5
Promptness in Answering Questions	1–5
Innovation and creativity in ideas	1–5
Sincerity/genuineness	1–5

Individual Speech Presentation**Maximum 35 points**

YC Candidates will be expected to make an individual presentation or speech, usually on a previously designated topic, which should be evaluated on the criteria set forth on the Judging Sheet. Local Organizations and BPW/VT are encouraged to use the same speech topics. It is encouraged that this topic be distributed well in advance of the BPW/VT Competition and used at the Local Organization level - to eliminate the need for YC Candidates to prepare multiple speeches as they progress.

If a YC Candidate’s native language is other than English, the YC Program Chair should be notified as far in advance as possible to make adequate arrangements for a translator or interpreter. The YC Candidate may be given the option of presenting the speech in her/his native language. In this case, the outline of the speech should be translated into English prior to the competition for the judges present to be able to read along during the presentation of the speech by the YC Candidate.

BPW/VT CRITERIA IS A MAXIMUM 4-MINUTE SPEECH. Timing will begin when the YC Candidate begins speaking (the first words spoken, including any self introduction). Speeches within +/- 15 seconds receive no deductions in points; 16 seconds or more over or under the 4-minute mark will be a 5-point deduction from the YC Candidate’s total score from all three judges (if it goes over or under it is a 5- point penalty).

Judges will use the following criteria to score the speech:

<u>SCORING</u>	<u>POINTS</u>	<u>EXAMPLES</u>
Clarity	1-5	Word choices, ease of understanding
Expression	1-5	Facial expression, gestures, eye-contact (“Talking” versus “reading” to audience)
Adherence to Topic	1-5	Relevance, audience attention, creativity with subject
Preparation and Content	1-10	Good opening, logical, knowledge of subject
Poise/Self-Confidence	1-10	Confident, relaxed manner, voice, posture
Timing	Within +/- 15 seconds = no point deduction +/- 16 or more seconds = 5 point deduction	
Issues	Speech related to assigned topic = no point deduction Unrelated to assigned topic = 5-point deduction	

Props

The only “Prop” authorized during the BPW/VT Competition are note cards with bullet statements. YC Candidates are not authorized any other props. (This includes using a laptop, cell phone, etc.) YC Candidates will remain at the podium during the speech competition and use a microphone when one is available. Each Local Organization is encouraged to use the same “Authorized Prop” guidelines -- to provide uniformity and a level playing field for the YC Candidates. If there are any questions as to what is considered a “prop,” please contact the BPW/VT YC Committee Chair.

Impromptu / Group Interaction**Maximum 15 points**

Each YC Candidate will participate in a group interaction opportunity. Evaluation should be based, among other things, on the YC Candidate's ability to participate and express her/his ideas and interact with others.

SCORING**POINTS**

Interaction with others	1-5
Participation	1-5
Organization of thought/expression of ideas	1-5

Possible Suggestion for Young Careerist Program Workshops or Group Interaction:

Scheduling a YC Program workshop or group interaction for all YC Candidates can serve a double function. In addition to providing the YC Candidates with BPW information and briefing, a workshop can give the judges an opportunity to see the YC Candidates interact with each other in a group situation. The three judges should be invited to attend the YC workshop as observers and be unobtrusive so as not to inhibit the free flow of conversation. Topics at the workshop might include:

- The Young Careerist Program in general
- Balancing work and family
- Emerging issues and concerns of the women's movement
- Women's economic challenges
- BPW's Mission, Vision, Programs, Advocacy Issues or Member Benefits
- Starting your own business
- Leadership training

Workshop Idea:

A trainer with credentials in group dynamics presents a workshop focused on team building skills, listening techniques, and group participation. This workshop effectively gives participants helpful information about group interaction and precedes roundtable discussions on timely topics of interest to young working adults. Judges do not attend the workshop, but observe the group interaction during the roundtable discussions. A moderator (the guest workshop presenter) is an effective group facilitator for the event.

Helping Others to Achieve / Community Service

Maximum 10 points

Judges are encouraged to observe and assess each YC Candidate's potential mentoring ability and demonstrated efforts to help others succeed, as well as obvious leadership skills.

Note: This category can easily be combined with "Biographical Information" and include, for example, essay questions on the topic of mentoring and leadership skills. Another possibility is to include questions on these topics to be posed to each YC Candidate during the interview.

SCORING

POINTS

Leadership/Mentoring Skills

1-5

Community Service

1-5

ADDENDUM SECTION

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1. YC Biographical Information Form
2. Young Careerist Candidates Critique Form



Business and Professional Women/Vermont

JUDGES YOUNG CAREERIST SCORE SHEET

(Points are based on using all 5 areas)

Date:

YC Candidate's Name:

Judge:

Portion 1 - Biographical Information (15 points maximum)

Points

1-5 Points	Personal and Professional Accomplishments	
1-5 Points	Ability to express thoughts and beliefs	
1-5 Points	Career goals	

Portion 2 - Personal Interview (25 points maximum) Points

1-5 Points	Ability to communicate	
1-5 Points	Poise/self-confidence	
1-5 Points	Promptness in answering questions	
1-5 Points	Innovation and creativity in ideas	
1-5 Points	Sincerity/genuineness	

Portion 3 - Individual Speech Presentation (35 points maximum) Points

1-5 Points	Clarity (Word choice, ease of understanding)	
1-5 Points	Expression (Facial expression, gestures, eye contact - talking vs reading to audience)	
1-5 Points	Adherence to topic (Relevance, audience attention, creativity with subject)	
1-10 Points	Preparation and content (Good opening, logical, knowledge of subject)	
1-10 Points	Poise/self-confidence (Confident, relaxed manner, voice, posture)	
Timing	Each speech should be 4-minutes*	

Portion 4 - Impromptu/Group Interaction (15 points maximum) Points

1-5 Points	Interacting with others	
1-5 Points	Participation	
1-5 Points	Organization of thought/expression of ideas	

Portion 5 - Helping Others to Achieve /Community Service (10 points maximum) Points

1-5 Points	Leadership/Mentoring skills	
1-5 Points	Community Service	

Total Points _____

Signature of Judge

*Timing: If the speech is within 15 seconds above or below 4 minutes = no deduction; 16 seconds above or below will result in a 5-point deduction from the point total from all judges.

Issues: Speech related to assigned topic = no point deduction / Unrelated to assigned topic = 5-point deduction

NOTE: The decision of the judges is final and is not subject to appeal.



Business and Professional Women/Vermont

JUDGES YOUNG CAREERIST TALLY SHEET

Candidate's Name	(Judges Name)	(Judges Name)	(Judges Name)	Total Points

(Name of Young Careerist Program Chair)
Young Careerist Program Chair Signature

Date

(Name of Young Careerist Program Committee Member)
Young Careerist Program Committee Member Signature

Date



Business and Professional Women/Vermont

YOUNG CAREERIST TIMEKEEPER SCORE SHEET

_____ Date

CANDIDATE'S NAME	TIME	DEDUCTION

Time Guidelines

4-Minute Speech

If exactly 15 seconds over, no deduction

If 15 or more seconds under, no deduction

16+/- results in a 5 point deduction from total score (all judges)

_____ Print Timekeepers Name

_____ Signature

SAMPLE JUDGES YC INTERVIEW QUESTIONS



Business and Professional Women/Vermont

JUDGES YOUNG CAREERIST INTERVIEW QUESTIONS

- How did you hear about BPW and the Young Careerist Program?
- What are your personal and career goals?
- Describe your ideal job
- Who (or what) has been a major influence on your life?
- What advice or suggestions would you give to a young woman looking to pursue a similar job or profession as yours to help her succeed?
- What is your major challenge in the workforce today as opposed to possibly knowing what was present a decade ago?
- What is the best advice you would give a high school graduate and why?
- Beside a family member, who is your favorite role model?
- Describe the characteristics of a good leader
- Define success
- What made you choose your current career? Or your future career if you are in the process of changing?
- What are you doing now to ensure that your job has pay equity or maintains pay equity in the future?

***Disclaimer Note:** These are sample questions only. Judges are not required to use any of the above questions. Judges are asked to refrain from personal, religious, and political questions which could potentially embarrass or put the YC Candidate on the spot. The NEBPWPSP / YC Committee encourages questions that are pertinent to the YC Candidates based on their biographical information and/or their speech content. Judges are requested to use the same questions for each YC Candidate.



Business and Professional Women/Vermont

JUDGES FEEDBACK FORM FOR YC CANDIDATES

Areas of Recommended Improvement for YC Candidates from Judges

YC Candidate Name:

Judge Name:

Biographical Information Form

_____ Strengthen Biographical Sketch (overall)

Comments

Speech

_____ Strengthen Overall Presentation Skills

_____ Time Penalties

Comments

General Comments



Business and Professional Women/Vermont

JUDGES YOUNG CAREERIST PROGRAM CRITIQUE FORM

Areas of Recommended Improvement for the Young Careerist Program

Biographical Information Form

Comments

Speech Requirements

Should the Judges receive the Young Careerist Speeches prior to the competition or at all?
(Please select one) Yes or No

Comments

Interview Questions

Comments

Information Provided

General Comments

Thank you for your participation and feedback!

Guidelines for News Releases and Sample Forms and Letters

Visibility of the Virginia Allan Young Careerist Program in the community and state mutually benefits Local Organizations, the State Federation, and the YC Candidates.

News releases should be sent at the Local Organization and State Federation Levels of the YC Program announcing the events themselves and, then, the selection of the YC Candidate.

Sample news releases are included in this manual. Alter and adapt them to fit the needs of your Local Organization or State Federation. Some other tips to keep in mind when preparing news releases are as follows:

- Releases should be double-spaced and typed only on one side of an 8-1/2 by 11-inch piece of paper.
- Be sure to include a contact person's name and telephone/fax number in the upper right hand corner. Also include a release date.
- Both first and last names should be used in first reference to a person. After that, only last names should be used. Do not use Miss, Mrs., or Ms. with names.
- Include a black-and-white glossy photo of the YC Candidates, if available. If a photo is not available, ask the local newspaper if it would like you to make arrangements for the YC Candidates to go to the paper and have a photo taken.
- Information must be handled immediately, as local media are more apt to use timely and properly handled information.
- Releases may be faxed, mailed, e-mailed, or delivered in person, depending on your relationship with your local media representatives.
- Release information to local and area newspapers and radio and television stations, where appropriate.
- Releases should be sent to the YC Candidate's hometown media outlets. Every young woman or man who participates in the Young Careerist Program is a winner and should be publicized. Additional visibility for BPW and the Young Careerist Program is also gained.
- Releases should end with “###.”

SAMPLE NEWS RELEASE: ANNOUNCEMENT OF SELECTION OF JUDGES

FOR IMMEDIATE RELEASE For information contact:

(Name of contact)

(Phone number of contact)

(Title for the Release in all caps)

(City, State, Date) (Names of judges) will serve on a panel to judge Young Careerist

Candidates in the Young Careerist Program sponsored by the *(Local Organization or State Federation)* Business and Professional Women (BPW).

Judging will occur during the *(name of event)*, to be conducted at *(place)* on *(date)*. The winner will represent *(Local Organization or State Federation name)* at the *(State Conference and New England Business and Professional Women's Past State Presidents Regional Young Careerist Competition)* in *(place)* on *(date)*.

(Name of judge), of *(address)*, is a *(occupation)* with *(employer)*; *(repeat as necessary)*.

(Number) Young Careerist Candidates from throughout the *(area/state)* are vying for the title of *(Local Organization, State Federation name and Regional)* Young Careerist. The Virginia Allan Young Careerist Program, inaugurated by Business and Professional Women/USA in 1964, highlights the outstanding achievements of young career women and men. If you are interested in more information or would like to attend this signature event, please contact *(name, phone number and e-mail address)*.

###

**SAMPLE NEWS RELEASE: YOUNG CAREERIST
AT LOCAL ORGANIZATION OR STATE FEDERATION LEVEL**

FOR IMMEDIATE RELEASE: For additional information:

(Name of contact)

(Phone number of contact)

LOCAL (WOMAN/MAN) NAMED BUSINESS AND PROFESSIONAL WOMEN'S YOUNG CAREERIST FOR (YEAR)

(Town, State, Date) (Insert YC Candidate Name), has been selected as the (Local Organization or State Federation name) Young Careerist.

Competition was held during the *(Local Organization/State Federation name) (monthly meeting or meeting/state conference)* held on *(date)* at *(place)*.

(Name) was among *(number)* participants in the *(Local Organization or State Federation)* competition. Judging was based on the Young Careerist Candidate's career achievements and ability to project an image that reflects the role of today's young work force in society. Young Careerist Candidates were judged on five (5) phases of competition: biographical information application; personal interview; individual speech presentation/impromptu question, group interaction and helping others to achieve/community service.

Young Careerist QUOTE: Ask her/him how she/he feels about being selected, about the competition, the honor, etc.) (Name) is active in (name organizations, etc.). (She/he) received a (degree) in (field) from (college), (city), and attended (high school) in (city). Other Young Careerist Candidates who participated in the Young Careerist Program were (name), (address), (occupation) with (employer); (repeat as necessary).

The Virginia Allan Young Careerist Program to highlight the achievements of women and men between the ages of 21 and 35 who are or have been employed in business or the professions with at least one (1) year of full-time work experience and who support the mission, vision, and legislative platform of BPW/VT. *(Name)* is a member of *(insert membership information)*.

For information about local meeting times and places, please contact *(name, phone number and e-mail address)*.

###

**SAMPLE NEW RELEASE: YOUNG CAREERIST IN STATE
FEDERATION YOUNG CAREERIST PROGRAM**

FOR IMMEDIATE RELEASE For information contact:

(Name of contact)

(Phone number of contact)

(Title for Release in all caps)

(City, State, Date) (Name of Young Careerist), a (occupation) of (company), was one of (number) young women/men who competed for the honor of (State Federation)'s Young Careerist in the Virginia Allan Young Careerist Program during the conference (or other venue) of the (State Federation) Business and Professional Women (BPW) in (city) from (date to date). (Name) represented the (name of Local Organization of city).

(Name), a graduate of (college) in (city) and (high school) in (city), "has distinguished (herself/himself) through (her/his) career and community achievements and reflects the image of today's younger worker who is finding her/his way in the business and professional world," according to (name), president of the (State Federation name).

(Name) is employed by (employer) of (city).

The Virginia Allan Young Careerist Program, inaugurated by Business and Professional Women/USA in 1964, highlights the achievements of outstanding young women/men. Anyone interested in more information regarding BPW may contact *(name)* at *(phone number or address)*.

Judges based their evaluation on each Young Careerist Candidate's personal achievements, according to *(name of Young Careerist Chair)* of *(city)*, who coordinated the Young Careerist Program. *(Name of State YC Representative)* will represent *(State Federation)* at the New England Business and Professional Women's Past State Presidents Young Careerist Regional Competition in *(place, date)*. *(Name of State YC Candidate)* is a member of *(membership information)*.

###

SAMPLE LETTER REQUESTING LOCAL NOMINATION FOR YOUNG CAREERIST CANDIDATES

Note: Make every attempt to “personalize” your letter for solicitation for a nomination of a Young Careerist Candidate. You may be able to obtain the name of the Human Resources Director or Officer of a company just by a phone call inquiry. Include any “benefits” to the company. For example, include any special considerations that sponsors might receive, such as mention in the Young Careerist Program, a banner for a donation, or any other items which might be of interest and importance for the company and its role in the Young Careerist Program. Tailor your letter to your event. For example, if it is a luncheon or dinner function, offer the sponsor a table or an opportunity to attend. You may want to ask for a flat sponsorship fee, e.g., \$100.00, half of which might go to a fund to help the selected Young Careerist Candidate go to the next level and the other half to pay for a certain number of meals.

(Date)

(Name)

(Business)

(Address)

(City), (State) (Zip Code)

Dear *(Name of contact at business or use “Dear Business Associate” if letter is not personalized)*:

The *(Name of Local Organization of State Federation)* is pleased to invite you to nominate one of your employees or business associates for our Young Careerist Program.

To be eligible, your nominee must:

- be between the ages of 21 and 35;
- have been employed in business or the professions with at least one full year of
- full-time work experience;

Your nominee must complete the following steps:

- Complete the enclosed biographical form and return it to me by *(insert date)* at *(insert mailing and e-mail address)*.
- Prepare a four-minute speech on the following topic *(insert topic)*.

The Young Careerist Program will take place on *(insert day and time)* at *(insert location)*. The Program will include an interview with a panel of judges, and the Young Careerist Candidates will deliver their speeches before our members and guests present and the panel of judges. You and your business associates are encouraged to attend to support your nominee.

**SAMPLE REQUEST FOR VIRGINIA ALLAN
YOUNG CAREERIST PROGRAM APPLICATION FORM**

(Send to local businesses to distribute to prospective Young Careerist Candidates. Any interested YC Candidates will return this form for more information and for a copy of the Young Careerist Biographical Information Sheet.)

Dear *(Insert Name of Local Organization or State Federation Young Careerist Program Chair)*:

I am interested in learning more about and participating in the *(insert name of BPW Local Organization or State Federation)* Virginia Allan Young Careerist Program. Please send a Young Careerist Information Packet to:

Name: _____

Address: _____

City/State/Zip: _____

Phone (Work): (_____) _____ Phone (Cell): (_____) _____

Email Address: _____

Sincerely,

Sample Letter Requesting Business Contributions (Pre-Program)



Business and Professional Women/Vermont

(Date)

(Business)

Attn:

(Address)

(City), (State) (Zip Code)

Dear *(insert name of contact at business)*:

I would like to take this opportunity to tell you about the Virginia Allan Young Careerist (YC) Program of Business and Professional Women Foundation. Established in 1919, BPW/USA was the oldest and one of the most influential organizations dedicated to the mission of achieving equity in the workplace through advocacy, education, and information. One such program, the Virginia Allan Young Careerist Program, is a way *(Insert BPW Local Organization Name or State Federation)* can recognize the accomplishments of successful, young working women and men. This Program enables women and men to stay up-to-date on their changing role in society and how they can best serve the interests of young working people in their community.

Begun in 1964, the Virginia Allan Young Careerist Program involves a competitive selection process. To participate in the program, a Young Careerist Representative must:

- Be between the ages of 21 and 35, inclusive, by the July 31st following the first competition in which she/he participates;
- Be employed in business or the professions with at least one (1) year of full-time work experience;

Young Careerist (YC) Candidates are judged in five areas: written biographical information, one-on-one judge's interview, helping others to achieve, prepared speeches on how they achieved their current position and their response to an impromptu question.

The *(Insert BPW Local Organization Name or State Federation)* will be conducting a YC Program competition on, *(Insert Date)*, *(Insert Location)*.

(Insert BPW Local Organization Name or State Federation) is delighted to extend an invitation to *(name of business)* to participate in the Virginia Allan Young Careerist Program this year by promoting this wonderful program within your Company and/or to meet the YC Candidates.

If you have any employees that are interested in this Program and meet the criteria listed, please have them complete the enclosed YC Biographical Information Form and return to *(Insert name, address and e-mail address of individual who will receive the information)* postmarked no later than *(Insert deadline date)*

Your Company can also be extremely helpful to the continued growth of this YC Program by making a contribution to the *(Insert BPW Local Organization Name or State Federation)* YC Program. This contribution will be used for both the State and Regional Competitions to underwrite the program, luncheon/dinner, awards and the cost of sending our chosen Young Careerist Candidate to the Regional Competition, which will be held on Saturday, *(Insert date and location)*.

I know that a contribution from *(insert name of business)* will encourage others to do likewise. You will be recognized for your generosity in local news releases and programs at all levels of the competitions. We would certainly appreciate any support you are able to provide for this worthwhile signature event.

On behalf of the *(Insert BPW Local Organization Name or State Federation)*, I thank you in advance for your consideration. To ensure accountability, negative replies are requested.

Sincerely,

(Insert name of YC Program Chair)
Young Careerist Program Chair

Sample Letter Requesting Business Contributions (Post-Program)



Business and Professional Women/Vermont

(Date)

Dear (insert name of contact at business):

The (Insert Local Organization or State Federation Name) is proud to announce that (Insert name of Young Careerist) was chosen as their (insert year) Young Careerist (YC). (Insert name of Young Careerist) is employed as (insert job title) at (insert name of employer).

She/he was chosen for this honor based on her/his career achievements, community activities, interactions with others, and public speaking ability.

(Insert Local Organization or State Federation Name) will sponsor (insert name of Young Careerist's) trip to the (insert State Federation) Statewide Conference to be held in (insert City) in (insert month), where she/he will participate in the Virginia Allan Young Careerist Program at the State Level. Her/his successful participation at the State Conference will make her/him eligible to participate in the Virginia Allan Young Careerist Program at the New England Business and Professional Women's Past State Presidents (NEBPWPSP) Fall Meeting in (Insert City) on (Insert Date).

Our organization has actively recruited young women and men to become BPW members, believing that the contributions offered by a mix of experienced workers and newcomers to the workforce as members improve the opportunities offered through BPW membership. We have consistently sought participants for the Virginia Allan Young Careerist Program from the (insert name of town/city) business community and have sponsored our Young Careerist Candidate all the way to the NEBPWPSP Regional Competition numerous times.

Although the expenses for the in-state trip will be modest, our organization is requesting financial assistance from (insert town/city) businesses interested in the advancement of young women and men in their chosen careers. We would appreciate your financial support as a sponsor of our Young Careerist Candidate for this State-Wide honor. Those businesses able to assist us in this effort will be recognized as sponsors of the Virginia Allan Young Careerist Program in our publicity efforts.

If your company is willing to donate \$(insert amount) to help with (insert name of Young Careerist Candidate's) expenses to the State Conference and/or Regional Competition, please remit your contribution to me at the following address: (insert address) by (insert deadline for receiving contributions).

If you would care to discuss this matter, please do not hesitate to contact me at (insert telephone number).

Thank you in advance for your consideration in this worthwhile program.

Sincerely,

Young Careerist Program Chair

Sample Judges Acceptance Letter



Business and Professional Women/Vermont

(Insert Date)

Dear (Insert Judges Name),

1. Thank you for agreeing to be one of the judges for the Young Careerist Program at our (Local Organization Meeting or State Federation Conference) on (date) at (location, address, phone number and room location) which will begin at (time). The proposed agenda is as follows:

10:00 a.m. - 10:15 a.m. Judges Briefing

10:15 a.m. - 10:30 a.m. Drawing interview and presentation order and introduction of Judges to Young Careerist (YC) Candidates

10:30 a.m. - 11:15 a.m. Personal Interviews - All judges will interview each YC Candidate for approximately 15 minutes. Suggested questions for your use will be provided the day of competition. The YC Chair would like each judge to ask the same questions to each YC Candidate during the interview process.

11:30 a.m. - 12:00 p.m. YC Speak-Off - Each YC will give a 4-minute prepared speech and answer an impromptu question. This is the only part of the YC Program open to observers. After the speak-off and impromptu question, judges will complete their evaluations of each YC Candidate and return them to the YC Chair for tabulation.

During Lunch Group Interaction - Judges will observe and assess the ability of the YC Candidates to interact in a group situation.

12:30 p.m. - 1:00 p.m. Judge's Scoring

1:00 p.m. - 1:15 p.m. The YC Chair will announce the Young Careerist.

1:15 p.m. - 1:45 p.m. Progressive Auction

1:45 p.m. - 2:00 p.m. Photo Op

Luncheon/Dinner

(Insert meal selection)

(If you need a different meal due to dietary restrictions, please let me know as soon as possible)

3. Each Young Careerist Candidate is judged in five (5) areas. Those areas are as follows: (1) the biographical information application submittal, (2) personal interview, (3) individual speech presentation, (4) impromptu/group interaction, and (5) helping others to achieve/community service. The maximum number of points a Candidate can achieve is 100.

4. Attached you will find a copy of the following to help you become familiar with our VAYC Program and the Candidates. These items along with additional information will be provided to you in a binder on the day of the competition.

- a. Fact Sheet
- b. Biographical Information Sheet for each YC Candidate
- c. YC Candidate's 4-Minute Speech Outline
- d. Interview Questions
- e. Young Careerist Scoring Sheet
- f. Judges Feedback Form for Young Careerists

5. Please do not hesitate to give me a call should you have any questions. My home telephone number is (Insert home and cell telephone numbers) or (Insert e-mail address).

6. I am looking forward to your participation in the (Insert Local Organization or State Federation) Young Careerist Program.

7. Thank you again for your time and participation in this program. We hope that you will find it to be enjoyable and enlightening.

Sincerely,

(Insert Name of YC Program Chair)
Virginia Allan Young Careerist Program Chair

cc:
President

7 Attachments:

1. Fact Sheet
2. Biographical Information Sheet for each YC Candidate
3. YC Candidate's 4-Minute Speech
4. Interview Questions
5. Young Careerist Scoring Sheet
6. Judges Feedback Form for Young Careerists
7. Judges YC Program Critique Form

Sample Letter to YC Candidate



Business and Professional Women/Vermont

(Insert Date)

Dear *(Insert YC Candidate's Name)*,

1. Welcome to the *(Insert Local Organization or State Federation)* Virginia Allan Young Careerist (VAYC) Program, and congratulations on being chosen as a Young Careerist Candidate.
2. The members of the *(Insert Local Organization or State Federation)* are looking forward to talking with you and hope this will be a memorable and rewarding experience for you.
3. To be eligible to participate in the competition, you must:
 - be between the ages of 21 and 35, inclusive, by July 31st following the first competition in which you participate;
 - be or have been employed in business or the professions with at least one (1) year of full-time work experience; and

4. There are five phases to the competition. They are as follows:

a. Application (15 points maximum)

From data on biographical information application. One to five points will be given based on personal accomplishments, one to five points on the ability to express thoughts and beliefs, and one to five points on career goals.

b. Personal Interview (25 points maximum)

Each YC Candidate will be interviewed for a predetermined amount of time. You will be asked a series of questions by the judges.

c. Individual Speech Presentation/Impromptu Question (35 points maximum)

Each YC Candidate will be expected to make an individual 4-minute speech.

d. Group Interaction (15 points maximum)

YC Candidates will be judged on the ability to participate, organization of thoughts/expression of her ideas, and interaction with others.

e. Helping Others Achieve/Community Service (10 points maximum)
YC Candidates will be judged on individual potential mentoring ability and demonstrated efforts to help others succeed, as well as, leadership skills and Community Service.

5. Each Candidate is required to complete a 4-minute speech. ***“No props are authorized with the exception of note cards with bullet statements.”***

6. The Virginia Allan Young Careerist Program Competition will be held at the *(Insert Location)*, on *(Insert Day)*, *(Insert Date)*. Please plan to arrive at *(Insert Time)* or sooner. A brief orientation will be given to review the agenda for the Young Careerist Program.

7. Attached is a copy of the Agenda.

8. Should you have any questions, please do not hesitate to call me. I can be reached at Home: *(Insert Number)*, Cell *(Insert Number)* or E-Mail *(Insert E-Mail Address)*. I am looking forward to meeting you.

Sincerely,

(Insert YC Program Chair Name)
Virginia Allan Young Careerist Program Chair

Atch
VAYC Competition Agenda

SAMPLE YOUNG CAREERIST COMPETITION AGENDA

Judges Briefing	10:00 AM – 10:15 AM
Drawing Interview and Presentation Order and Introduction of Judges to Young Career (YC) Candidates	10:15 AM - 10:30 AM
Personal Interviews (All Judges will interview each YC Candidate for 15 minutes)	10:30 AM - 11:45 AM
Break	11:45 AM - 12:30 PM
Lunch	12:00 PM – 1:00 PM
Group Interaction (Judges will observe and assess the ability of the YC Candidates to interact in a group situation)	Throughout Event
Young Careerist Program Speak-Off (Each YC will give a 4-minute speech and answer an impromptu question)	1:00 PM - 1:30 PM
Judges Scoring	1:30 PM - 1:45 PM
Young Careerist Winner Announced	1:45 PM - 2:00 PM
Photo Op	2:00 PM - 2:15 PM

SAMPLE YOUNG CAREERIST PROCLAMATION

WHEREAS, (*Insert Local Organization or State Federation*) is affiliated with Business and Professional Women's (BPW) Foundation, the leading advocate for working women in the United States today, and the New England Business and Professional Women's Clubs Past State President's (NEBPWPSP) Association; and

WHEREAS, BPW leaders and members adopted a Mission to empower working women to achieve their full potential and partner with employers to build successful workplaces through education, research, knowledge and policy; and

WHEREAS, working women constitute over half of the nation's workforce and are constantly striving to serve their communities, their states, and their nation in legislative, civic, and cultural programs; and

WHEREAS, BPW Foundation sponsors the Virginia Allen Young Careerist Program at the Regional, State and Local levels to provide opportunities for personal and professional development for young working women and men and to provide new insights through the eyes of the workforce of today; and

WHEREAS, (*Insert Local Organization or State Federation*) collaborates with BPW Foundation and other organizations to achieve mutual goals, increase understanding, broaden horizons, and, above all, to signify to others that "*Women Mean Business*;" and

WHEREAS, (*Insert Young Careerist's Name*) was selected as the Young Careerist Candidate to represent (*Insert Local Organization or State Federation*) at the NEBPWPSP Fall Meeting in (*Insert location and date*); and

WHEREAS, we are all proud of the accomplishments of this young woman.

NOW, THEREFORE, I, (*Insert Governor's Name*) of the state of Vermont, hereby proclaim the (*Insert Day*), day of (*Insert Month*), (*Insert Year*), as "*(YC Name) Day*" and urge all residents of Vermont to pay great tribute and respect to this outstanding woman for all she has accomplished on behalf of her fellow citizens.

Dated: _____

Governor



Business and Professional Women/Vermont

VIRGINIA ALLAN YOUNG CAREERIST (YC) BIOGRAPHICAL INFORMATION FORM

This biographical information will be used as part of the judging process at the Local, State and Regional Young Careerist Competitions for all YC Candidates. You may attach additional sheets as necessary; the total number of pages for the biographical information is six (6), including any attached additional sheets. All materials **must be postmarked or e-mailed by (Insert Date)**, to (*Insert Name, Address and E-Mail Address*), YC Program Chair.

PERSONAL DATA

Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____ E-Mail Address: _____

EMPLOYMENT (*If not presently employed, please describe last employment*)

Employer: _____

Address: _____

Dates of Employment: From _____ to _____

Job Title: _____

Job Description: _____

Other Positions held while employed by this Employer (if applicable): _____

(If you are presently employed with two different employers, please list the second position in this space. If you have only one position, leave this area blank.)

Employer: _____

Address: _____

Dates of Employment: From _____ to _____

Job Title: _____

Job Description: _____

EDUCATION AND/OR SKILLS TRAINING

(Please note all educational degrees/diplomas/skills training and major areas of study/training after high school.)

SCHOLASTIC HONORS/PROFESSIONAL OR PERSONAL AWARDS

PRESENTATIONS, PUBLICATIONS, PAPERS PRESENTED, SPEECHES GIVEN

COMMUNITY SERVICE

CAREER GOAL: Where do you see yourself 5-10 years from now?

MEMBERSHIPS/OTHER

Name of your Local BPW Organization: _____

Membership(s) in Other Organizations:

SPEECH

The topic for the four (4) minute speech to be presented at the Competition is:

“Discuss how the women’s rights movement is still alive today. Why is it still important?”

(Attach a copy of your speech to this completed Biographical Information form.)

INFORMATION FOR PUBLICITY PURPOSES

A news release announcing your participation in the Young Careerist Program may be sent out. For this purpose, please provide a 5x7 color photo, a short bio, the names, addresses, e-mail and telephone/fax numbers of your local newspapers and television and radio stations.

PUBLICITY PERMISSIONS

You have my permission to use my name, profession, photo and any other biographical information pertinent to the Young Careerist Award that may be used in press releases that may be published in local newspapers or announced on local television and radio stations.

Check for “yes” or “no” and please “initial:” _____ Yes _____ No _____ (initial)

Signature: _____ Date: _____



Business and Professional Women/Vermont

THE VIRGINIA ALLAN YOUNG CAREERIST (YC) PROGRAM CRITIQUE FORM

(To be filled out at completion of the YC competition)

1. Are you a member of BPW? Yes ___ No ___

If not, are you planning to join? ___ Yes ___ No

2. How did you become aware of the Young Careerist program?

a. Recruited by local BPW members _____

b. Answered formal advertisement _____

c. Other (please explain):

3. What materials were you provided prior to competition? Please check all that apply.

a. Young Careerist guidelines _____

b. Legislative platforms _____

c. BPW manuals or orientation materials _____

d. Other (please explain):

4. Did you practice procedures prior to competition?

a. Interview ___ Yes ___ No

b. Roundtable discussion ____ Yes ____ No

c. Public address ____ Yes ____ No

d. Other (please explain):

5. Now that you have completed the Young Careerist Program, what role do you feel Young Careerist alumni should play in the promotion of the Young Careerist Program or in BPW in general?

6. Have past Young Careerists shared the Young Careerist experience with you prior to competition?

____ Yes ____ No

If yes, in what way?

7. Was the environment for competition comfortable? ____ Yes ____ No

8. Were any of your judges past Young Careerists? ____ Yes ____ No

9. Please explain how competing in the Young Careerist Program was most beneficial to you:

10. What would you add or change about the Young Careerist Program?
