

# Accounting Career Awareness Program

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## BOARD OF DIRECTORS

December 15, 2004

### Chairperson

Brenda Hammond, CPA  
Positive Results Management

### Dear ACAP Applicant:

### Founder

Ronald Leverett, CPA

We encourage you to apply to our program. The Accounting Career Awareness Program (ACAP) was designed to help you three ways:

### Executive Director

Ida E. Yarbrough, CPA  
Ida E. Yarbrough, CPA

- **To provide information on careers in accounting**
- **To encourage you to prepare for college now**
- **To be your friend through this process**

## Directors

### Katherine Berry, CPA

PricewaterhouseCoopers

### Marianne Carlton, CPA

KPMG LLP

### Mark Dauberman, CPA

Mark Dauberman, CPA

### Gregory Hollingsworth, CPA

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### Steven G. James, CPA

Ernst & Young LLP

### Kimberly Jones, CPA

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### Charles Todd, CPA

Deloitte & Touche LLP

### Marshall Saucedo

Loyola Marymount University

### B. Scott Shane, CPA

Countrywide Finance

### Brenda Zamzow, CPA

The Zamzow Group

ACAP offers a one-week summer residency program at Loyola Marymount University. For the calendar year 2005, the residency will be held from July 24 – 29, 2005. Field trips, lectures, and some fun will make this a most memorable week. Attached is a preliminary copy of the 2005 schedule.

After attending the one-week program, you are considered an ACAP alumnus. ACAP Alumni are invited to social events sponsored by members of our Board of Directors, and some are offered part-time employment. All ACAP students are encouraged to participate in our Alumni program and to develop a mentor relationship with one of the many persons you meet through our program.

### What must you do?

1. Have a "C" grade average or better
2. Complete the enclosed application, which requires the approval of your parent or guardian and school counselor
3. Obtain a copy of your high school transcript
4. Have completed at least your freshman year of school
5. Deliver your application package to the ACAP campus representative by May 15, 2005.

### Good luck to you!

Yours very truly,

*Ida E. Yarbrough*

Ida E. Yarbrough  
Executive Director

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## ***What is ACAP?***

ACAP stands for Accounting Career Awareness Program. The primary objective of ACAP is to increase the understanding and awareness of accounting and business career opportunities among minority high school youths in the public and private school systems. ACAP is designed to increase the number of under-represented minorities pursuing careers in accounting and related business areas. Because a particularly small percentage of African Americans, Hispanics and Native Americans are currently pursuing these career paths, the program emphasizes recruiting students from these minority backgrounds. Through ACAP's efforts, participating students receive the educational enrichment experiences and practical help they need to prepare for university level programs. Students are selected based on a variety of factors including high school counselor recommendations, student applications and personal interviews.

Development of the ACAP idea began in Seattle in 1980, when the National Association of Black Accountants (NABA) became concerned about the small proportion of minorities entering the accounting field from under-represented groups. Recognizing that preparation for a business career should begin in the early years of high school, the Seattle Chapter designed a pilot program that would encourage minority-group students to take the college preparatory courses needed to major in accounting and other fields of business. With the assistance of many Seattle area businesses and public accounting firms, the pilot program was established. To ensure that the program's goals were achieved, ACAP formed a Board of Directors composed of business executives from the private and public sectors, university professors and NABA representatives.

ACAP was established in the Los Angeles area during the winter of 1990. Our Board of Directors is comprised of local business executives, representatives from major accounting firms, university professors and representatives from NABA and the Association of Latino Professionals in Finance & Accounting. ACAP is nonprofit and tax-exempt through its NABA affiliates.

In addition to Seattle and Los Angeles, there are ACAP chapters in Atlanta, Austin, Dallas/Fort Worth, Detroit, Houston, Indianapolis, Louisville, Ohio, New Jersey, San Francisco and Washington D.C.

# ACCOUNTING CAREER AWARENESS PROGRAM

## *A Summer Residency Program at Loyola Marymount University*

July 24 - 29, 2005

### APPLICATION

**This application and a copy of the applicant's transcript must be received by May 15, 2005**

***PLEASE COMPLETE THE APPLICATION BY TYPING OR PRINTING USING BLUE OR BLACK INK.***

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Current Grade \_\_\_\_\_ Sex: ( )M ( )F

School \_\_\_\_\_ Counselor \_\_\_\_\_

Ethnic background (you must check one only):

( ) African American ( ) Hispanic ( ) Pacific Islander  
( ) Filipino ( ) Native American

Name and title of school official sending transcript:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_

#### STUDENT'S EXTRACURRICULAR ACTIVITIES

Please list organizational memberships, school and community activities, and any awards or honors you have received.

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\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's/Guardian's Signature)

\_\_\_\_\_  
(Date)

**(OVER)**



# ACCOUNTING CAREER AWARENESS PROGRAM

## TEACHER/COUNSELOR RECOMMENDATIONS

Must be received by: **May 15, 2005**

Student's Name \_\_\_\_\_

Name of School \_\_\_\_\_

Please indicate why you feel the student will benefit from the Accounting Career Awareness Program.

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Please provide any additional information you feel pertinent in describing the applicant.

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\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Phone Number)

# ACAP SUMMER RESIDENCY PROGRAM

LOYOLA MARYMOUNT UNIVERSITY

July 24 - July 29, 2005 PRELIMINARY SCHEDULE

Time	24 - Jul Sunday	25 - Jul Monday	26 - Jul Tuesday	27 - Jul Wednesday	28 - Jul Thursday	29 - Jul Friday
7:00 a.m.		Breakfast (7:00 - 8:00)	Breakfast (7:00 - 8:00)	Breakfast (7:00 - 8:00)	Breakfast (7:00 - 8:00)	Breakfast (7:00 - 8:00)
8:00 a.m.		En Route (8:00 - 9:00)	Computer Lab Power Point (8:30 - 10:30)	College Entrance Skills (8:30 - 9:30)	Team Work (8:30 - 9:30)	Finalize Presentations (8:00 - 10:00)
9:00 a.m.	Counselors Check-In (Orientation) (9:00 - 10:00)	Field Trip Fox Studios and Lunch at the Studio (9:00 - 12:30)		Dress for Success (10:00 - 11:15)		
10:00 a.m.	Registration - Students (10:00 - 12:00)			En Route (10:00 - 11:00)	Computer Lab/ Case Work (10:00-12:00)	Pack & Tag (10:00 - 11:00)
11:00 a.m.		En Route (12:30 - 1:15)	Dauberman's Success Seminar (11:00 - 12:00)	Lunch With D & T (11:30 - 12:30)		Check Out (11:00 - 12:00)
12:00 noon	Welcome/Introductions (12:00 - 1:00)		Lunch (12:00 - 1:00)		Lunch (12:00 - 1:00)	Lunch (12:00 - 1:00)
1:00 p.m.	Ice Breaker Exercise (1:00 - 2:00)	Dean's Presentation (1:30 - 2:30)	Careers in Accounting (1:30 - 3:00)	Firm Tour Deloitte & Touche & Inroads Presentation (1:30 - 3:00)		Finalize Presentations (1:00 - 2:30)
2:00 p.m.	Campus Life Presentation (2:00 - 3:00)	Introduction to Case (2:30 - 4:00)			Case Study Group Work (2:00 - 5:00)	"Buy Out" Presentations (2:30 - 4:30)
3:00 p.m.	LMU Tour (3:00 - 4:00)		Case Study Labs (3:00 - 5:00)			
4:00 p.m.	Get to Know Your Group Exercises (4:00 - 5:30)	Case Study (4:00 - 5:30)		Case Study Labs (4:00 - 5:30)		Debriefing (4:30 - 5:00)
5:00 p.m.	Dinner (5:30 - 6:30)	Dinner (5:30 - 6:30)	Dinner (5:00 - 6:00)	Dinner (5:00 - 6:00)	Dinner (5:00 - 6:00)	Check-out & Loading (5:00 - 6:00)
6:00 p.m.					En Route (6:30 - 7:00)	Parent/Student Banquet/Roski Hall (6:00 - 8:00)
7:00 p.m.	Group Case Study (7:00 - 10:00)	Case Study Groups/Computer Lab (7:00 - 10:00)	Pool Party (Students Only) Financial Aid Presentation (Parents Only) (7:00 - 10:00)	Dodger Game (7:00 - 10:00)	Case Study (7:00 - 10:00)	

# ***ACAP BOARD OF DIRECTORS AND OFFICERS***

## ***Chairperson***

Brenda Hammond, CPA	Owner	Positive Results Management
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## ***Executive Director***

Ida E. Yarbrough, CPA	Sole Practitioner	Ida Yarbrough, CPA
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## ***DIRECTORS***

Katherine Berry, CPA	Senior Auditor	PricewaterhouseCoopers LLP
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Marianne Carlton, CPA	Senior Audit Manager	KPMG LLP
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Mark Dauberman, CPA	Sole Practitioner	Mark Dauberman, CPA
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Gregory Hollingsworth, CPA	Senior Manager	Ernst & Young LLP
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Steven G. James, CPA	Partner	Ernst & Young LLP
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Kimberly Jones, CPA	Manager	PricewaterhouseCoopers LLP
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Charles Todd, CPA	Partner	Deloitte & Touche LLP
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Marshall Saucedo	Director, Ethnic and Intercultural Services	Loyola Marymount University
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B. Scott Shane, CPA	Manager	Countrywide Finance
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Brenda Zamzow, CPA	President	The Zamzow Group
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