



THE “SUIT YOURSELF” STIPEND PROGRAM

The goal of the SUNY New Paltz Career Resource Center’s “SUIT YOURSELF” Stipend Program is to enable eligible students to purchase professional attire for job interviews with a “clothing award” of up to \$200. The “SUIT YOURSELF” stipend fund offers monetary support for New Paltz students, who because of financial constraints, would not be in the position to purchase appropriate professional

attire for an interview. Such interviews could be for an internship, student teaching placement, or full-time employment opportunity. The “SUIT YOURSELF” stipend was created with the understanding that for the majority of college students buying a suit can be a financial burden. The “SUIT YOURSELF” stipend recognizes the importance image plays in a recruiter’s or administrator’s decision regarding an applicant for a position. This stipend shows a commitment on the part of the Career Resource Center in investing in the short and long-term career goals of SUNY New Paltz students.

The “SUIT YOURSELF” Stipend Program is open to undergraduate students in their **Senior year** who meet the below criteria. The clothing stipend is in the amount of \$200 and will be awarded to a maximum of thirty students each spring. The award will be given in two separate installments: \$100 will be disbursed before you make your purchase, and the remaining \$100 will be disbursed when outfits and original receipts are submitted for approval. The application deadline date for the Spring 2010 semester is February 26th.

Student Eligibility

- Declared major in one of the academic degree programs at SUNY New Paltz
- Demonstrated financial need
- Must be in good academic standing with the University
- Matriculated undergraduate student in their **senior year** attending SUNY New Paltz
- Seeking an internship, student teaching placement or full-time professional job

Application Procedure

All Applicants are asked to submit:

- **A completed application form available from the Career Resource Center, HUM 105 or online at <http://www.newpaltz.edu/careers> (Part I)**
- Documentation of financial need, as described on the included budget worksheet (part II) .
- A copy of a current unofficial transcript .
- A one-page personal statement supporting your request for a “Suit Yourself” Stipend explaining how this clothing allowance will benefit your internship or job search activities.
- Signed “SUIT YOURSELF” Agreement

Complete application packets (application form, documentation of financial need, unofficial transcript, & essay) for Spring 2010 must be received by the close of business on February 26, 2010.

Drop off the application packet to the Career Resource Center, HUM 105.

THE “SUIT YOURSELF” STIPEND PROGRAM APPLICATION – PART I

Check the semester for which you are applying: Spring Year _____

Student Information (to be completed by the student applicant)

First Name _____ Last Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail address _____

Major/Minor _____ Year of Graduation _____

Please list the companies or school districts that you hope to interview with:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

The information that I have submitted is true and correct. I understand that any misrepresentation of the information submitted will disqualify me from consideration. I understand that the information contained in this application is confidential and will only be shared with the members of the “SUIT YOURSELF” Stipend Selection Committee. I also understand that if I receive assistance, my name and photo may be made public. I also agree to provide the Career Resource Center with a receipt of the clothing purchased as well as to bring my selection into the Career Resource Center so that a staff member may approve of the purchase as meeting the criteria of “professional dress”. In addition, I agree to participate in a campus-wide fashion show on how to dress professionally for an interview. I understand that I may also be asked to participate in educational or promotional programs related to my interview experience.

Signature _____ Date _____

U.S. Citizen? Yes No If No, Country of Citizenship _____

If No, Visa # _____ Visa type _____

**THE "SUIT YOURSELF" STIPEND PROGRAM APPLICATION
BUDGET WORKSHEET – PART II**

Complete all four sections of the following budget worksheet for the period for which you are applying. Verifying documentation of your expenses and income, where denoted by an asterisk (*) is required and should be attached. Documentation may include a student accounts invoice, copy of your financial aid package, copy of your bank statement, copy of a rent check or lease agreement, W2 form or pay stub, a letter from your employer stating your salary, copy of a loan repayment bill and/or a letter from your parents or legal guardians outlining their financial support. If you have applied for scholarships, fellowships, grants, or loans and are still waiting for the results please indicate what you estimate to receive and note when you will be able to provide verification. Please note that the Selection Committee cannot finalize its decision without having a nearly full picture of your financial circumstances.

All figures are based on the semester of: **Spring** Year _____

1.	<i>Expenses for the period indicated above</i>	<i>Totals for the period indicated above</i>
	Tuition and fees* = _____	_____
	Housing costs* (\$_____ per month x _____ months) = _____	_____
	Loan repayments* (\$_____ per month x _____ months) = _____	_____
	Books & Supplies = _____	_____
	Food (\$_____ per month x _____ months) = _____	_____
	Telephone (\$_____ per month x _____ months) = _____	_____
	Transportation (\$_____ per month x _____ months) = _____	_____
	Clothing & Personal items (\$_____ per month x _____ months) = _____	_____
	Expected medical (\$_____ per month x _____ months) = _____	_____
	Other _____	_____
	Grand Total Expenses = _____	_____

2.	<i>Income for the period indicated above</i>	<i>Totals for the period indicated above</i>
	Academic Scholarships* _____	_____
	Names: _____	_____
	Student loans* _____	_____
	Other loans* _____	_____
	Grants* _____	_____
	Family contributions* _____	_____
	Savings* _____	_____
	Employment* _____	_____
	Other income* _____	_____
	Grand Total Income = _____	_____

3. Total Financial Need (Grand Total Income- Grand Total Expenses) = _____

The "SUIT YOURSELF" Agreement Contract

The following agreement is designed to inform and protect all participants in the "Suit Yourself" program including the student recipient and SUNY New Paltz.

Participant/Student's Name: _____

As a recipient of the \$200 stipend from the "Suit Yourself" program, you agree to the following stipulations:

1. The \$200 must be fully used toward the purchase of professional interview attire. This *must* include one interview suit. If you have funds remaining, you may also purchase: dress shirts or blouses, ties, shoes, socks and anything else appropriate to complete your outfit.
2. The award will be given in two separate installments: \$100 will be disbursed before you make your purchase, and the remaining \$100 will be disbursed when outfits and original receipts are submitted for approval.
3. Outfits and original receipts must be submitted for approval by a CRC counselor before wearing or removing tags. (***)This is mandatory and subject to repayment of the award if not completed by the deadline date of Wednesday, March 31st. If you are an Education student participating in Teacher Recruitment Day, the deadline is Monday, March 22nd. (***) In addition, you may be subject to a hold on your student account.)
4. Only original receipts may be submitted and will be retained by the Career Resource Center after approval of your purchases.
5. Any unused stipend amount must be repaid to CAS, so please use your full amount. Any amount over the \$200 must be covered by the recipient.
6. We are requesting your participation in the Wednesday, April 14th, "Dress for Success" Fashion Show, taking place as part of the Dining for Success dinner in the College Terrace from 6-8:30 pm.

I am available participate: _____

I am not available to participate: _____

By signing this agreement, I am verifying that I understand the stipulations above.

Signature

Date