



National Association of Black Accountants, Inc.
12th Annual West Coast Western Region Student
Conference
Registration Package

October 8 - 10, 2009
San Mateo Marriott Hotel
San Mateo, California



National Association of Black Accountants, Inc.

Dear Student and Members of Faculty:

One of the major goals of the National Association of Black Accountants, Inc. (NABA) is to continue to identify opportunities for minority students. NABA achieves this goal through its annual regional student conferences. The 2009 West Coast – Western Region Conference will be held at the San Mateo Marriott Hotel in San Mateo, CA, October 8 - 10, 2009.

Although a key component of the conference's objectives is to provide job opportunities, there are other important benefits associated with your attendance. This year's conference, as in the past, will offer stimulating and thought-provoking seminars designed to enhance your communication and interpersonal skills as well as provide tools to provide for a smoother transition into the professional environment. The conference also offers an optimal forum to interact with students from other colleges and universities.

STUDENT CONFERENCE OBJECTIVES

- To encourage student involvement in NABA and to assist in the development of leadership skills.
- To provide an opportunity for students and professionals to share their goals and objectives.
- To augment students' skills and expand their knowledge through challenging seminars.
- To provide a forum to discuss student issues and to present positive alternative solutions.
- To provide a cost-effective method for corporations to interview qualified minority students.
- To provide an opportunity for students to interview for entry-level positions and internships.

Additional details pertaining to the conference are outlined within this packet. In preparing for your attendance at the conference, it is **critical** that you adhere to the following deadlines:

Jul. 31st ***Early Bird Registration Deadline.*** Student must register and pay their Early Bird Registration fee of \$100.00 on-line by July 31st.

Sept. 11th ***Scholarship Application Deadline.*** Scholarship application and transcript must be **postmarked** and sent to the scholarship committee. All resumes, registration and membership fees **must be received by Sept. 11th**. **Incomplete scholarship applications will not be accepted.** It is your responsibility to ensure your scholarship application is complete upon submission. Failure to do so will result in your disqualification from eligibility to receive a scholarship. Should you have questions about this process, you should contact the Scholarship Committee prior to the postmark deadline.

Sept. 11th ***Regular Registration Deadline.*** Student must register and pay their Regular Registration fee of \$115.00 on-line by September 11th. **All resumes, registration, and membership fees must be received by Sept. 11th if you are interested in interviewing.** All students must register on-line and submit resumes on-line in order for your resume to be included in the electronic resume book. Students who have not paid their registration fees **will not have their resumes in the electronic resume book.** Students and faculty will have the capability to pay their registration fee and student membership fee on-line. Students will be notified regarding the additional amount due and their resume will be excluded in the resume until the balance due has been paid. We must provide our corporate partners ample time to review and select candidates. The only option for registering for the conference is to use the registration application on-line at www.myinterfase.com/naba.

After Sept. 11th ***Late Registration.*** Student registration fees will increase to \$130.00 after September 11, 2009.

Sept. 18th ***Professionals please contact the hotel directly at 1-800-556-8972 on or before September 18th for hotel accommodations.*** Although rooms may still be available after this date, the discounted room rates are not guaranteed.

Oct. 8th ***Check-in date.*** Registration fee and student membership dues MUST be paid by time of check-in. If membership dues are not paid (or if there is no record of your dues being paid) you will have to pay on-line at the time of check-in. Plan to arrive no later than 5:00P.M.

****Registration fees do not include student membership dues of \$20.***

It is the intent of the Western Region to make the 2009 West Coast – Western Region Student Conference a rewarding and enjoyable event. We look forward to seeing you at the conference in October! If you have any questions, please review our website at www.nabawr.org, e-mail wcchair@nabawr.org or call (877) 385-7848.

Sincerely,

Revé Doss, Tasha DuBose & Raphael Irving
West Coast - Western Region Student Conference Co-Chairs



"Lifting As We Climb"

ABOUT NABA, INC.

The National Association of Black Accountants, Inc. (NABA) is one of the premier professional organizations in the nation. NABA has the unique opportunity of representing the interests of more than 100,000 people of color in furthering their educational, professional, and career aspirations in the related business fields of accounting, consulting, finance and information technology.

The motto of NABA, *Lifting As We Climb*, is exemplified best in our mission, which addresses the professional needs of our members while developing and inspiring future leaders who will shape tomorrow's accounting and finance professions. In addition, NABA's Center for Advancement of Minority Accountants (CAMA) has established a series of career development programs that serve the membership at the national, regional and local levels. CAMA has also been instrumental in encouraging the next generation of young professionals to consider other opportunities in business.

HISTORY

Established in 1969 by nine African American accountants in New York City, NABA has effectively addressed systematic problems and challenges faced by African-American accounting professionals for more than 35 years.

Since the founding of NABA's first chapter in 1970, membership has grown to more than 189 professional and student chapters across the country. NABA's membership includes diverse individuals and careers, such as: entry and mid-level accountants, auditors and financial professionals, senior level managers and executives, firm partners, entrepreneurs, as well as accounting, finance, and business students. Approximately 51% of NABA's members are employed in Corporate America, of whom 40% have advanced degrees and 45% hold professional certifications.

GOALS

NABA is dedicated to uniting accountants and other business professionals, as well as accounting and business students, who are committed to professional and academic excellence. NABA provides effective programs, activities and advocacy, which promotes our goals. They include:

- Promoting and developing the professional skills of its members
- Encouraging and assisting African-American students in entering the accounting profession
- Providing opportunities for members to fulfill their civic responsibilities
- Promoting public confidence in its members and the services they provide
- Encouraging cordial relations among members and cooperative relationships with other professionals
- Representing the interests of current and prospective African-American accounting and business professionals
- Ensuring long-term financial stability and providing adequate resources to implement chapter, regional, and national programs

CENTER FOR ADVANCEMENT OF MINORITY ACCOUNTANTS

NABA developed the Center for Advancement of Minority Accountants (CAMA) to recruit, develop and support talented minorities interested in accounting, finance, and business related fields. CAMA has established important partnerships between NABA chapters, the national corporate community, colleges and universities, and government agencies. Benefits and programs are tailored to meet the respective needs of all NABA members. Program areas of focus include professional development, career information and job placement, continuing education, technical training, publications, national and regional conferences, and community and public service initiatives. CAMA program initiatives include the following:

Accounting Career Awareness Program (ACAP) – ACAP’s primary objective is to increase the number of high school students from under-represented ethnic groups that attend college and major in accounting, finance, and business administration. Through ACAP’s efforts, high school students receive educational experience and practical help needed for college preparation and a professional career in a business profession.

Annual National Convention – The five-day annual meeting provides a national forum for programming, training, and networking while uniting NABA members, the corporate community, members in academia, and others interested in promoting the mission and goals of NABA. Annual convention highlights include the Corporate Appreciation Program, Diversity Recruitment EXPO, Public Forum, and Scholarship Luncheon.

Community Service Outreach Program (CSOP) - The CSOP takes place during NABA’s Annual National Convention as a way to serve the youth in the host city’s local community. During the CSOP, NABA hosts workshops for youth and their parents. Youth workshops focus on *Leadership for Teens* and *Transition from High School to College*. Parent workshops focus on *College Preparation for Parents* and *Financial Planning*. The CSOP is designed to help families discuss, prepare and plan for the mental and fiscal realities and expectations that come with college. It also provides youth and their parents the opportunity to participate in a program together.

Continuing Professional Education (CPE) – NABA provides members with CPE certification through technical sessions held throughout the year and during the Annual National Convention. The national organization is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. The seven fields of study covered are accounting and auditing, consulting services, ethics, management, personal development, special knowledge and application, and taxation.

Distinguished Collegian Program – NABA’s highest student honor, the Distinguished Collegian award recognizes NABA students who are making a difference in their chapter and community. Distinguished Collegians are the “*Who’s Who*” of NABA’s student membership. They are outstanding leaders in NABA and other campus organizations, and they volunteer at their school and in the community while maintaining high academic standards.

Executive and Management Leadership Development Institutes (ELDI)/ (MLDI) – Developed for senior-level executives, ELDI serves to equip participants with the tools necessary to succeed at the highest levels of business leadership. MLDI serves as a bridge for mid-level managers transitioning to senior-level management. Complementing ELDI, MLDI equips middle managers with the expertise to motivate others, streamline processes, and influence colleagues to make the best business decisions.

MoneySense and Financial Education: NABA has partnered with the American Institute of Certified Public Accountants (AICPA) to bring a comprehensive consumer education program to youth, college students and low-to-moderate income families. The program known as *MoneySense* is a comprehensive curriculum designed to reverse the financial forecast aimed at individuals and families in the African American community. Some of our Financial Education partners are the AICPA, Bank of the West and Operation Hope.

National Scholarship Program – For fiscal year 2007, NABA awarded close to \$700,000 to deserving students preparing to enter business professions. More than \$7.1 million in scholarships has been awarded since the program’s inception in 1987. The Scholars’ Retreat has become an integral part of NABA’s Annual National Convention. Designed for NABA’s National Scholarship Program and Distinguished Collegian award recipients, the retreat has hosted more than 330 high-achieving NABA student members over the past eight years. The half-day retreat includes an opening luncheon and an intense, interactive training session in which students are challenged with real-world scenarios in an attempt to prepare tomorrow's business leaders for their introduction into Corporate America.

Online Career Center (OCC) – NABA connects its members with corporate representatives seeking to fill positions in accounting and auditing, consulting, finance, information technology, management, marketing, and much more. From internships to executive level positions, visitors can enjoy dynamic job search/job posting capabilities on the website at www.nabainc.org.

Regional Student Conferences – Hosted by each of NABA’s four regions – Central, Eastern, Southern, and Western - these conferences provide students with the opportunity to obtain cutting-edge information on industry trends; interview with employers from across the country; and network with peers and professional NABA members.

Student Case Study Competition – The Student Case Study Competition is a national competition between student teams who thoroughly research, develop, and prepare a presentation that addresses accounting and business-related topics.

Student Chapter Reporting and Evaluation Program (SCREP) – SCREP is a tool used to encourage student chapter planning, member recruitment and development, chapter programs, and the reporting of activities to the National Office. All NABA Student Chapters are required to participate in SCREP.

Student Seminar Sessions – Sessions conducted during both the Annual National Convention and Regional Student Conferences are designed to help NABA’s student stakeholders gain knowledge in business etiquette, personal and technical skills development, leadership, team building, and more. Presenters include leaders and experts in various fields, disciplines, and organizations who relate well with students.

College Pipeline Initiative:

This program assists students transitioning from a student to a professional member. During a student first year as a professional member, NABA will waive the cost of membership as a professional member.

DIVISION OF FIRMS (DOF) INITIATIVE

DOF Directory - Directory of member firms, which serves as, a reference listing for organizations and individuals interested in contracting with minority-owned companies.

Heritage Group, LLC - A consortium of firms that share institutional knowledge, best practices, resources, and staff for collective projects and contracts of increasing scale.

DOF Conference - The DOF annual conference affords firm attendees opportunities to review current industry standards and practices, receive continuing education and training, network with peer organizations, and identify new business initiatives.

PUBLICATIONS

Spectrum – *Spectrum* is the official NABA journal. Published annually as a magazine, *Spectrum* includes relevant information for professional, student, and corporate NABA members.

NewsPlus – *NewPlus* is the quarterly NABA professional member newsletter. It provides information on NABA activities, key topics of interest within the accounting and related business fields, and career trends and opportunities.

ACHIEVE – Published in the fall and spring, *ACHIEVE* was created specifically for NABA’s student members, faculty advisors, and corporate partners. It discusses important issues that relate to students’ academic, professional, and personal lives while also covering entertaining topics that inform and educate.

For more information about NABA or the Annual National Convention, don’t forget to visit www.nabainc.org.



"Lifting As We Climb"

National Association of Black Accountants, Inc.
West Coast – Western Region Student Conference
TENTATIVE AGENDA

Thursday, October 8, 2009

Corporate and Student Registration	3:00 pm – 6:00 pm
Corporate Library	3:00 pm – 11:00 pm
Welcome Reception	3:00 pm – 5:00 pm
Corporate Briefing Session	5:00 pm – 6:00 pm
Student Opening Session (Mandatory)	5:00 pm – 6:30 pm
Opening Reception/Career EXPO	6:30 pm – 10:00 pm

Friday, October 9, 2009

Continental Breakfast	7:00 am – 10:00 am
Student and Corporate Registration	7:00 am – 12:00 pm
Corporate Library	7:00 am – 6:00 pm
Student Interviews	8:00 am – 12:00 pm
Student Seminar Sessions	8:00 am – 12:00 pm
Scholarship/Awards Luncheon	12:00 pm – 2:00 pm
Student Interviews	2:30 pm – 6:00 pm
Student Seminar Sessions	2:30 pm – 6:00 pm
Student Networking Dinner	6:30 pm – 9:00 pm
Student Social Event	9:00 pm – 12:00 am
Professional Hospitality Suite	9:00 pm – 12:00 am

Saturday, October 10, 2009

Continental Breakfast	7:00 am – 8:00 am
Corporate Library	7:00 am – 12:00 pm
Student Interviews	8:00 am – 12:00 pm
Student Seminar Sessions	8:00 am – 11:00 pm
Hotel Check Out	11:00 am – 12:00 pm
NABA Lifetime Commitment (Mandatory)	9:40 am – 11:10 am
Closing Session Luncheon (Mandatory)	12:00 pm – 1:00 pm

Students must wear business attire and name badges at all events. Appropriate casual attire is permitted after hours only.



"Lifting As We Climb"

*National Association of Black Accountants, Inc.
West Coast – Western Region Student Conference*

In an effort to provide you with the best opportunity to exhibit your skills and talents to potential employers, we are requiring that you submit your resume to be in the same format as the sample resume attached. The following information is required to be on the resume:

- State in the objective if you are seeking an internship or full time position
- Place your class level and major in the Education section of the resume
- State your overall and major GPA and expected graduation date
- State both College and Permanent Address if different
- State Employment, Geographical Preference and Honors received
- If no work experience, include related classes or volunteer work

Note: Limit resume to one page no smaller than 11-pitch font.

Your resume will be reviewed by the conference Interview Committee upon receipt. If your resume is not presented in accordance with the required format a committee member will notify you of information that must be edited.

If you have any questions, please contact wcchair@nabawr.org. Provided on the following page is the required format which should improve the quality of your resume.

Bring plenty of resumes for on-site distribution.



National Association of Black Accountants, Inc.
West Coast – Western Region Student Conference
RESUME SAMPLE

Thomas E. Harris

Permanent Address

1724 Home Street
Hometown, USA 123456
(912) 123-4567
e-mail address: tharris.com

Current Address

College Hall, Room 1
Hillman College
Collegetown, USA 78901
(202) 890-1234

OBJECTIVE

Seeking an entry-level position with a public accounting firm or corporation.

EDUCATION

Hillman College, BS Candidate for June 2010
Major: Accounting GPA: Major - 4.0; Overall - 3.6

EMPLOYMENT

Summer 2009

HENDERSON & CO., Washington, DC

Staff Assistant: Processed computer input to prepare monthly financial statements and transaction journals for clients and provided assistance in the preparation of individual income tax returns, compilation reports, financial reports, and special spreadsheets.

Summer 2008

H.T. CORPORATION, Hometown, USA

Staff Accounting: Prepared monthly bank reconciliations, cash receipts, cash disbursements and purchase journals. Also helped analyze customer accounts and utilized computer spreadsheets to perform various management analysis reports.

Summer 2007

FIRST HOMETOWN SAVINGS, INC., Hometown, USA

Secondary Loan Sales Assistant: Assisted in gathering information to make loans and package them for later sale in the secondary market.

ACTIVITIES AND INTERESTS

Hillman College NABA Student Chapter (President), Beta Alpha Psi Accounting Fraternity (Treasurer), Accounting Tutor, Alpha Phi Alpha Fraternity (President), Student Government Association (Senator), NABA VITA Tax Program, Intramural Basketball and Softball, Bicycling, Music, Chess, Reading, Photography

HONORS

College: NABA Scholarship, AICPA Scholarship, National Merit Scholarship, Hillman College Dean's List
High School: Valedictorian, National Honor Society

GEOGRAPHIC PREFERENCE

San Francisco, CA, Atlanta, GA, New York, NY. Also willing to relocate to other major metropolitan cities.



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National Association of Black Accountants, Inc.
West Coast – Western Region Student Conference
STUDENT REGISTRATION FORM

**WEST COAST WESTERN REGION STUDENT
CONFERENCE
STUDENT REGISTRATION FORM**

Complete this form on-line at www.myinterfase.com/naba
Note: ALL student conference registrants MUST register on-line.

Last Name _____ First Name _____

Present Address:

Permanent Address:

Phone _____

Phone _____

Email (mandatory) _____

Complete Name of School _____ Major _____ GPA _____

Classification (circle one): Freshman Sophomore Junior Senior

Anticipated Date of Graduation (MM/YY) _____

Paid FY10 NABA Member: Yes _____ No _____

Date/time of Arrival _____
Departure _____

Date/time of

Membership Dues must be paid prior to pre-registration deadline for inclusion of resume in resume book, which is distributed prior the conference to all interviewing companies.

Emergency Contact Information:

Name _____ Relationship _____

Address _____ Phone _____

REGISTRATION FEES

Registration fee includes admission to all conference events; *it does not include hotel accommodations.*

No refunds will be given for cancellations after September 11, 2009.

Arrangements for lodging must be made directly with the host hotel. A separate form is included in the registration package to assist you in securing accommodations.

<i>Early Bird Registration Received by July 31, 2009</i>	<i>Regular Registration Received by Sept 11, 2009</i>	<i>Late registration Received after Sept 11, 2009</i>
\$100.00	\$115.00	\$130.00

All student membership and registration payments made by any student must be paid on-line through the registration application at www.myinterfase.com/naba on or before September 11, 2009 for inclusion in the resume book. **Note: You must register on-line, registration fee and membership dues must be paid before your resume posted on-line in your account will be released for inclusion in the electronic resume book. No exceptions will be made regardless when paid.**

*** We will not be responsible for resumes and applications received after the September 11th deadline.**

Please visit the MyInterfase website at www.myinterfase.com/naba to register on-line.

If you have questions regarding this package or the conference please contact the West Coast Western Region Student Conference via email at wcchair@nabawr.org. Your resume will be reviewed by the conference Interview Committee upon receipt. If your resume is not presented in a professional manner a committee member will notify the student of information that must be edited prior to releasing the resume book to the corporate interviewers. Consequently, if the changes are not made prior to the resume book release date the student resume will omitted. Therefore, it is imperative that you include an email address and telephone number on your conference registration form. All discrepancies noted must be corrected and received by the Interview Committee prior to the pre-registration deadline.



National Association of Black Accountants, Inc.
West Coast – Western Region Student Conference
FREQUENTLY ASKED QUESTIONS

Q.) How do I pay my registration fee?

- A.) Credit Card and Check payments are accepted on the Western Region website at www.myinterfase.com/naba. All Money orders or checks should be made payable to **NABA, Inc.** Checks will only be accepted through **September 11, 2009**. Payments made after September 11, 2009 can be made online or by money order only.

Q.) What does my registration fee cover?

- A.) The registration fee covers hotel lodging and all conference activities.

Q.) Will I receive a refund if I am unable to attend the Conference?

- A.) No, there will be no refunds once fee is submitted; however, if you are unable to attend, substitutions are accepted.

Q.) Do I have to be registered to send in a scholarship application and receive a scholarship?

- A.) Yes, all scholarship applicants must be registered and pay the registration fee. All scholarship applications are due by **September 11, 2009**.

Q.) Do I have to be a NABA member to apply for a scholarship?

- A.) Yes, you must be a paid NABA member. A paid member is one whose membership dues have been submitted to NABA's National Office by the scholarship deadline, **September 11, 2009**. Additionally, mandatory attendance is required at the Elements of Success Pre-Conference Workshop to be considered for a regional scholarship.

Q.) Do I have to stay in the hotel if I register for the conference?

- A.) Yes, all registrants must stay in the hotel.

Q.) Does my resume have to be turned in with my registration form?

- A.) Yes, all resumes must be uploaded on, or before, **September 11, 2009** at www.myinterfase.com/naba.

Q.) What if I submit my resume after September 11, 2009?

- A.) If your resume is submitted after September 11, 2009, it will not be included in the West Coast -WRSC Resume book. You may bring several copies to the West Coast -WRSC for personal distribution to corporate recruiters.

Q.) What if my resume does not follow the format specified by the sample resume on page 10?

- A.) This format has been developed at the request of various corporations. Your resume must follow the guidelines specified in the format. Any resume that does not follow this format **will not** be included in the resume book.

Q.) What is the attire for the West Coast -WRSC?

- A.) Students should wear Professional (Business) attire at all events where corporations are represented during the Conference. Casual attire is permitted after hours. Please be mindful of your casual dress, as there will be corporate representatives in the hotel.

Q.) How will the rooming assignments be handled?

- A.) Each room will accommodate four students. Rooming lists will need to be submitted by **September 18th** in order to schedule room assignments. NABA will endeavor to honor all requests.

Q.) Who should I contact if I have any questions?

- A.) You should direct all questions via e-mail at wcchair@nabawr.org



***National Association of Black Accountants, Inc.
West Coast – Western Region Student Conference
GENERAL INFORMATION***

Contacts: General Information, Registration, Resume and Scholarships

Raphael Irving, NABA WCWR Student Conference Co-Chair (wcchair@nabawr.org)

Revé Doss, NABA WCWR Student Conference Co-Chair (wcchair@nabawr.org)

Tasha DuBose, NABA WCWR Student Conference Co-Chair (wcchair@nabawr.org)

Louis A. White, NABA WCWR Scholarship Chairman (law101365@yahoo.com)

Due Dates: (postmark dates)

Early Registration July 31, 2009

Regular Registration September 11, 2009

Late Registration After September 11, 2009 & on-site

Scholarship Applications September 11, 2009

Resumes September 11, 2009

Registration Fees:

Early Registration \$100.00

Regular Registration \$115.00

Late Registration \$130.00

Membership Dues - *(Must be paid directly to national office.)

Student \$20

Professional \$120

Attire:

Professional Attire (Suits) for Interviews, Seminars, Luncheon and Networking Dinner

Business Casual for Travel, Closing Session

Casual for Student Dance and After Hours