

CHICAGO SUMMER BUSINESS INSTITUTE
PREPARING TODAY'S STUDENTS TO BECOME TOMORROW'S PROFESSIONALS

January 31, 2012

Dear School Administrator,

It's that time of the year again! This year represents the 22nd anniversary of the Chicago Summer Business Institute ("CSBI"). The CSBI program is sponsored by businesses throughout Chicago and is designed to introduce Chicago high school students to the business industry through a meaningful work experience, as well as seminars. Since its inception, the CSBI program has helped numerous Chicago high school students expand their horizons and experience the excitement and boundless opportunities available to them through a paid summer internship in the city's business and legal communities.

We need your help in making this program available to students who are currently sophomores and juniors of your high school. Enclosed are brochures, applications and Certificate of Income Verification forms to be **photocopied** and **distributed** to your sophomore and junior students who meet the eligibility requirements and are interested in participating in this program. **APPLICATIONS CANNOT BE COMPLETED ONLINE. All completed material must be received or postmarked on or before March 30, 2012 at the following address:**

Chicago Summer Business Institute
P.O. Box 64445
Chicago, Illinois 60664

Additionally, Munity | Chicago, an affiliate of CSBI, will host a free Job Readiness Workshop for CSBI applicants on **Saturday, March 24, 2012 from 10:00 a.m. to 12:00 p.m.** Workshop highlights include creating effective resumes, preparing for successful interviews, making positive first impressions, understanding office etiquette, and interactive role-playing. The attached flyer should be **photocopied** and **distributed** to your students along with the above-mentioned application material. Visit our website at **www.chicagobusinessinstitute.com** for more information.

Your support of this valuable civic program is greatly appreciated. It is not simply a matter of giving a student a job; it's an opportunity to positively influence a young life. Please do not hesitate to contact us via email at info@chicagobusinessinstitute.com.

Sincerely,



Debra Carson
Director

JOB READINESS WORKSHOP

Munity | Chicago, an affiliate of the Chicago Summer Business Institute (“CSBI”), is hosting a **free** workshop for CSBI applicants. Workshop highlights include creating effective resumes, preparing for successful interviews, making positive first impressions, understanding office etiquette, and interactive role-playing.

WHEN: **Saturday, March 24, 2012**
 10:00 a.m. to 12:00 p.m.

WHERE: **City Hall Council Chambers***
 121 N. LaSalle Street
 Chicago, Illinois

*Do not contact City Hall or its employees for information regarding this workshop.

Space is limited and registration is required. If you are interested in attending this Workshop, please state your participation on your CSBI Application for Employment and/or email your **NAME, AGE, HIGH SCHOOL and GRADE LEVEL** to **info@chicagobusinessinstitute.com** on or before March 16, 2012. Participation will be granted on a first come, first served basis and you will receive an email confirmation of your registration. **Completed CSBI applications may be submitted at the workshop. PRIZES WILLBE GIVEN AWAY!!**

For more information or to register, please visit our website at **www.chicagobusinessinstitute.com**.

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Application for Employment – For more info visit our website at www.chicagobusinessinstitute.com

Last Name		First Name		MI
Address		City	Zip code	
		Chicago		
Date of Birth	Age	Sex	Social Security No. (a valid social security card is required for participation)	
Home Phone		Cell or Alternate Phone		
Email Address*				
*If you do not currently have an email address, we recommend that you visit www.yahoo.com or www.gmail.com to sign up for a free email account for convenient receipt of notifications from the Chicago Summer Business Institute.				
High School			Current Grade (please circle one)	
			10 or 11	
Current GPA		Current Class Ranking		
<i>on a scale of</i>		<i>out of</i>		
JOB READINESS WORKSHOP				
Saturday, March 24th from 10am to 12pm more info @ www.chicagobusinessinstitute.com				
I am interested in participating in the Job Readiness Workshop on March 24 th (please circle one) Yes or No				

Eligibility Requirements:

- Student must **currently** be a Sophomore or Junior (ages 15 and under must submit a valid work permit);
- Student must have a valid social security card;
- Student must have a 3.0 GPA or higher (on a 4.0 scale);
- Student must attend either a public, parochial or private high school;
- Student must be a resident of the City of Chicago; **and**
- Student must have an annual family income of \$60,000 a year or less **and** a parent/guardian must sign Certificate of Income Verification Form

**INTERVIEWS WILL BE HELD ON
 SATURDAY, APRIL 21ST AND SATURDAY, APRIL 28
 STUDENTS WILL BE NOTIFIED VIA EMAIL * REGARDING IS/HER
 SCHEDULED INTERVIEW DATE, TIME AND LOCATION.**

Application Requirements (ALL DOCUMENTS MUST BE SUBMITTED AT THE SAME TIME AND STAPLED IN THE ORDER LISTED BELOW):

- Complete Application for Employment
- Complete Income Verification Form
- Provide Updated Resume
- Provide Essay (2 pages, typewritten double-spaced on topic below):

New Applicants:

“How the CSBI Can Help Me in My Career Goal”

2011 CSBI Interns:

“What I Learned Last Year from the CSBI and How I Can Use Those Skills to be a Better Worker in 2012”

- Provide Two (2) Letters of Recommendation
- Provide Official High School Transcript (Sealed envelope with school stamp)

Student Signature (REQUIRED – application will not be considered with signature) Date

Parent Signature (REQUIRED – application will not be considered with signature) Date

School Official Signature (REQUIRED – application will not be considered with signature) Date

Mail completed application, along with required documents and signatures to the:

Chicago Summer Business Institute
 P.O. Box 64445
 Chicago, Illinois 60664

**All application material must be received or postmarked on or before March 30, 2012.
 LATE APPLICATIONS AND/OR FAXED COPIES WILL NOT BE ACCEPTED.**

CERTIFICATE OF INCOME VERIFICATION

The Chicago Summer Business Institute ("CSBI") was founded in 1991 to provide paid summer internships to Chicago high school students and introduce them to the Chicago business community. CSBI's goal is to give its participants an incentive to continue their education while preparing them for the business world.

One of the eligibility requirements for participation in the CSBI program is that the annual household income of the applicant's Parents/Guardians does not exceed \$60,000.00. The undersigned certifies that:

1. they are the Parents/Guardians of _____;
2. the Parents/Guardians annual household income at the time of this application does not exceed \$60,000.00; and
3. the Parents/Guardians current annual household income is:
 Less than \$15,000 \$15,001 - \$30,000
 \$30,001 - \$45,000 \$45,001 - \$60,000

Signature(s) and proof of income is required (i.e., monthly pay stubs, income tax form, W-2, etc.)

Print Name
(Parent/Guardian)

Print Name
(Parent/Guardian)

Sign Name
(Parent/Guardian)

Sign Name
(Parent/Guardian)

Date

Date

2011 PARTICIPATING FIRMS

Acacia Financial Group, Inc.
Amalgamated Bank of Chicago
Baker Tilly Virchow Krause, LLP
Bank of America, N.A.
Bansley and Kiener LLP
Barclays
Blaylock Robert Van, LLP
BNY Mellon Trust Company
Burke Waren MacKay & Serritella, PC
Cabrera Capital Markets, Inc
CITI
Fitch, Inc
George K. Baum & Company
Great Lakes Advisors, Inc
Harris N.A.
HNTB Corporation
Jefferies & Company
JP Morgan Chase & Co
Katten Muchin Rosenman
Keeley Asset Management Corp
Kutak Rock LLP
Landrum & Brown, Inc
Loop Capital Markets
Mayer Brown LLP
Mesirow Financial
MMF Capital Management LLC
Morgan Stanley
M R Beal
Nationwide Retirement Solutions
Northern Trust Company
Perkins Coie LLP
Podesta & Co.
Samuel A. Ramirez & Co., Inc.
Schiff Hardin
Siebert Brandford Shank & Co., LLC
Standard & Poor's
The Rise Group, LLC
UBS
Ungaretti & Harris LLP
Wells Fargo Bank, N.A.
William Blair & Company



*Preparing Today's Students to
become Tomorrow's
Professionals*

P.O. BOX 64445
Chicago, Illinois 60664
P : 312.545.7855
F : 312.252.3099
E : info@chicagobusinessinstitute.com
W : www.chicagobusinessinstitute.com

CSBI has made a huge impact on my life. The work experience I gained through this program set me apart from other students. As a CSBI intern, a foundation was laid which set the framework for college level internships with other major corporations. CSBI gave me the tools to achieve in the business world early on. I am now a 2008 Magna Cum Laude B.B.A. graduate from Howard University. I can wholeheartedly state that CSBI played an integral role in my small measure of success. I am extremely grateful to this program.

~ Jamel Franklin
'02 & '03 Intern

Participation in the program gives students a chance to experience a summer internship that can help further their careers after high school. Students are given the opportunity to work in the Chicago business community, where they are able to earn money and save for college. In recent years, CSBI interns have been offered internships as runners at the Board of Trade and general office assistants, among others. The students are able to better make career choices from their work experiences. Working in a professional environment gives the students a sense of what working will be like after college: the challenges, the responsibilities, and the feeling of accomplishment from a job well done.

2012 TIMETABLE

Applications Available	1/31
Job Readiness Workshop	3/24
Applications Due	3/30
Applicant Interviews	4/21, 4/28
Notifications Mailed	5/21
Acceptance Letters Due	5/31
Orientation Sessions	6/21, 6/22
Work Begins	6/25
Work Ends	8/03
Graduation	TBD

JOB READINESS WORKSHOP

Munity | Chicago, an affiliate of CSBI, will host a free workshop for applicants. Workshop highlights include topics on how to:

- create effective resumes
- prepare for successful interviews
- make positive first impressions
- learn office etiquette
- interactive role-playing

Space is limited. For more info. regarding registration, please visit www.chicagobusinessinstitute.com.

preparing today's students to become tomorrow's professionals

BENEFITS TO STUDENTS

- Paid summer position
- Earn a competitive weekly salary
- Attend weekly seminars and workshops
- Opportunity to network and establish business contacts
- Obtain information about the college admissions process
- Eligible to receive monetary scholarships awarded to top-performing students at the end of the program

WHO IS ELIGIBLE

The program directors are looking for above-average students who are eager to learn and work. Eligible students should meet the following qualifications:

- Are currently Sophomores or Juniors
- Have a valid social security card
- Have a GPA of 3.0 or higher (4.0 scale)
- Attend a public, parochial or private high school
- Are residents of the city of Chicago
- Have an annual family income of \$60,000 or less

2011 PARTICIPATING SCHOOLS

AL KANY HIGH SCHOOL

Amundsen High School
Aspira M. Ramirez High School
Austin Polytechnical Academy
Benito Juarez High School
Best Practice High School
Bronzeville Scholastic Institute
Brother Rice High School
C.I.C.S. Ralph Ellison High School
Carver Military Academy
Chicago Bulls College Prep
Chicago Discovery Academy
Chicago Military Academy
Collins Academy
Cornerstone Academy
Crane Tech Prep High School
Curie Metro High School
DeLaSalle Institute
Dunbar Vocational Career Academy
DuSable Leadership Academy
Frederick Douglass High School
Gary Comer College Prep
Guerin Prep High School
Gwendolyn Brooks College Prep Academy
John F. Kennedy High School
John Hancock Prep High School
John Marshall High School
Jones College Prep High School
Kenwood Academy
Lake View High School
Lane Tech High School
Lincoln Park High School
Lindblom Math & Science Academy
Little Village High School

MARIA HIGH SCHOOL

Marine Math & Science Academy
Morgan Park High School
Mother McAuley Liberal Arts HS
Multicultural Arts High School
Nicholas Senn High School
Noble Street College Prep
North Lawndale College Prep
Northside College Prep
Notre Dame College Prep
Ogden International High School
Orr Academy High School
Perspectives Leadership Academy
Phoenix Military Academy
Pritzker College Prep High School
Prosser Career Academy High School
Providence St. Mel High School
Rauner College Prep High School
Regina Dominican High School
Rickover Naval Academy
Rowe-Clark Math & Science Academy
Simeon Career Academy High School
St. Benedict High School
St. Gregory the Great High School
St. Ignatius College Prep
St. Laurence High School
Thomas Kelly High School
University of Chicago Lab High School
Voise Academy High School
Von Steuben High School
Walter Payton College Prep
Westinghouse College Prep
Whitney Young Magnet High School
William H. Taft High School
William J. Bogan High School
World Language High School

All qualifying sophomores and juniors attending public, private and parochial schools in the city of Chicago are encouraged to apply to the CSBI program. Students may obtain an application and other pertinent information from high school Principals or Guidance Counselors. Also, feel free to download an application from our website at www.chicagobusinessinstitute.com.