



# Career Development Program

*Building Opportunity with Pride, Tradition & Strength*

## PURPOSE

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Ho-Chunk, Inc. will sponsor interested Winnebago tribal member college students, trade/vocational school students, graduate students, doctoral students, and law students, to attend educational events outside of Winnebago to boost their academic learning and career development. This can include things such as conferences, workshops, trainings, etc. The Career Development Program (CDP) may fund travel, registration expenses, and other related expenses.

## FUNDING GUIDELINES

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CDP award recipients may be eligible to receive up to \$2,000 total for registration fees, travel costs, and other related expenses. Past recipients may reapply. However, the lifetime maximum amount a student can receive is \$4,000. Funding is only available for the student recipient.

Registration checks will be issued directly to the host organization of the event and arrangements will be made with the student regarding travel. Ho-Chunk, Inc. reserves the right to determine the most economical method of travel based on the event location, with respect to safety and security.

If a student airline flight is required, the flight will be arranged by Ho-Chunk, Inc. The student will be responsible for transporting themselves to and from the airport. Mileage to and from the airport will not be considered for reimbursement. If it is deemed that transportation by automobile to and from the event is the most economic mode of travel, the student will be reimbursed at the Ho-Chunk, Inc. established mileage rate.

## ELIGIBILITY

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To apply to the Ho-Chunk, Inc. Career Development Program, applicants must:

- Have an overall GPA of 3.0 (B) or above
- Be a United States citizen
- Be an enrolled member of the Winnebago Tribe of Nebraska and/or descendance
- Be a college student enrolled in a 2-year, 4-year, graduate, doctoral, or other higher education program or institution AND has completed at least one semester of college/higher education/equivalent.
- Be a student in good standing

## PROGRAM EXPECTATIONS

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Prior to the event, students are required to submit all necessary documentation to the program manager, including application documents, grades, flyer of the event, costs, etc. This information is also listed below.

Prior to event, the student must also participate in a career-planning conference with the program manager. This will include discussions on short-term and long-term goals related to education and career development.

Each recipient will be required to attend all scheduled days of the event and to fully participate in the activities the event offers. **Within one week of returning from the event, the student must write and submit a reflection essay detailing their event experience, what was learned, and include relevant photos. The student must also submit an expense report, including any receipts from the trip/event, upon return. Failure to submit a reflection essay, relevant photos, and receipts will result in no future funding opportunities until required items are submitted.**

This must be submitted to Terri Lee Medina at [tmedina@hochunkinc.com](mailto:tmedina@hochunkinc.com) or 818 St. Augustines Dr., Winnebago, NE 68071.

## HOW TO APPLY

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All applicants must submit the following items:

- Completed Ho-Chunk, Inc. CDP application forms, including the Liability Release Form and Student Code of Conduct Agreement, both signed by the student. (Pages 3-5)
- Flyer and/or registration form that outlines the event dates, costs, location, schedule, etc.
- Proof of Winnebago enrollment and/or descentance. Tribal ID, Letter of Acceptance, etc.
- Grade transcript or report that is signed and dated by school staff
- One-page resume.
- One-page statement written by the student that answers: *How will attending this event benefit your career development?*

**Applications must be submitted at least two weeks before the event begins to allow adequate time for registration and travel considerations.** Applications not received two weeks in advance will be considered on a case-by-case basis. Sports camps are not eligible for this program.

## SUBMIT

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Please print or download the following forms, complete the information, and submit all required items by mail or email.

**Incomplete applications will not be considered.**

### OPTION 1: PRINT & MAIL

→ Terri Lee Medina  
818 St. Augustines Dr.  
Winnebago, NE 68071

### OPTION 2: DOWNLOAD & EMAIL

→ [tmedina@hochunkinc.com](mailto:tmedina@hochunkinc.com)  
*A single PDF attachment, containing all required documents, is preferred.*

## APPLICATION FORM

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All applicants must complete and submit this form, along with all other required documents listed on the previous page, at least two weeks before the event. *Questions can be directed to Terri Lee Medina at tmedina@hochunkinc.com or 402-878-2809 x1326.*

Student Name:

Mailing Address:

Email:  Phone Number:

Have you ever participated in the Ho-Chunk, Inc. Career Development Program?  Yes  No

If yes, when:

Name & Address of School:

Grade:  Associates  Bachelors  Masters  Doctoral

Law Student  Trade/Vocational: please specify:

Other:  GPA:

What is the educational event you would like to attend?

Event Date(s):  Are you able to commit to attending the entire event?  Yes  No

Estimate the cost to attend this event.

Event Registration:

Travel Expense:

Other Related Expenses:

**Total:**

If you list other related expenses, please briefly describe what those may be.

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## STUDENT CODE OF CONDUCT

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**Student:** Carefully read the following Code of Conduct. If you agree and are willing to comply with all of the expectations of the Code of Conduct for the Ho-Chunk, Inc. Career Development Program, please sign at the bottom of the page.

If selected as an award recipient of the Ho-Chunk, Inc. Career Development Program, I agree that I will:

- Participate in all aspects of the event/program and follow the daily event schedule.  
Represent self, family, community, Tribe, and company with respect.
- Conduct myself appropriately during the entire duration of the trip and event.
- Be committed to participate in educational and leadership activities.
- Display good sportsmanship during any competitive activities.
- Show respect towards other participants, students, advisors, instructors, and staff.
- Follow instructions from any advisor, adult supervisor, or event staff.
- Only use the recreation areas at the scheduled times and follow the policies in place for that area.
- Assume personal responsibility for any event equipment I use and will pay for any loss or breakage due to misuse.
- Respect the event property and equipment.
- Not bring or use any form of tobacco, alcoholic beverages, illegal drugs or fireworks while at event.
- Always wear appropriate clothing, and I will not wear items with inappropriate advertising, including drugs, alcohol, tobacco, sex, or violence.
- Practice safety in all situations through the entirety of the event.
- Not participate in any act of violence. I understand that acts of violence will not be tolerated and that firearms and weapons, including knives, are prohibited while traveling to or from event and during event.
- Furthermore, I understand that any use of inappropriate language, conduct or harassment is prohibited.

Failure to meet these standards will result in the following:

- At the event staff, Director's or student's discretion, non-compliance with these standards may result in student removal from event and student arranging transportation home.
- Inappropriate conduct will make the student ineligible for additional event funding for minimally a full year, or indefinitely, depending on the degree of misconduct.

## STUDENT COMMITMENT

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I have read and understand the Code of Conduct above, and I agree to abide by the rules stated therein. I understand the consequences of failing to meet these guidelines.

Student Name:

Signature:

Date: