



Charles R. Kendall Scholarship & Education Fund

2019-2020 ACADEMIC YEAR

Dear Applicant:

In 1966, the Hawaii Government Employees Association, AFSCME Local 152, AFL-CIO, established the Charles R. Kendall Scholarship and Education Fund to honor the late Charles R. Kendall, who dedicated his life to improvement of public employees throughout the State of Hawaii.

ELIGIBILITY:

- Full-dues paying HGEA members whose membership has been in good standing for at least one year prior to and inclusive of the month of the application due date
- HGEA members' children (including their other dependents for tax purposes) age 23 and younger
- Applicant at the time the scholarship is awarded, be accepted or attending on a full-time basis a university, college, community college, vocational or trade school, or pursue other post-high school study.

SCHOLARSHIPS:

- 1) **Charles R. Kendall Scholarship** for those attending a university/college
- 2) **Russell K. Okata Scholarship** for those attending a community college, vocational or trade school, or other post-high school study.

Please note that the application is the same for both scholarships, but you may apply for only one.

Applicants will be pooled into the two separate scholarship groups. Each group will be ranked independently and scholarships will be awarded to applicants in each group.

You must enroll on a full-time basis in the Fall semester. If this condition is not met, your award may be withdrawn.

Furthermore, should you subsequently receive a full scholarship that includes all room/board expenses, or you receive a full tuition scholarship and reside at home, then you will become ineligible to receive either scholarship award. Applicants may continue to apply every year until they become a recipient of either award a maximum of four times in total.

Please see subsequent page for more information on application instructions and criteria. The deadline to submit the scholarship application is **Tuesday, January 22, 2019**. Please visit our website at **www.hgea.org/kendallscholarship** for more information. If you have any questions, please contact Wes Aki at scholarships@hgea.org or 543-0088, or your respective HGEA division office. Mahalo!



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2019 - 2020 ACADEMIC YEAR

INSTRUCTIONS AND CRITERIA:

The following criteria and maximum points for each criterion will be used in making final selections for scholarships. Total maximum points is 100. Applicants will be ranked and recommended for scholarships by the numerical composite score. PLEASE READ CAREFULLY AND FILL OUT ALL AREAS THAT APPLY TO YOU.

1. **Charles R. Kendall Scholarship & Education Fund Application**
 - Complete the application form and sign
 - You must submit signed hard copy application and related forms
2. **Financial Need (30 points)**
 - Complete the Financial Statement
 - You must provide complete information
 - If a space is left blank or indicated "not applicable," you must explain why
 - You may attach a narrative to further explain your financial condition
3. **Academic Achievement (40 points)**
 - Official high school and/or college transcripts should be mailed directly to HGEA and be received or postmarked by the deadline
 - If you are a first-year college student, please submit your high school transcript in addition to submitting your college transcript
4. **Personal Letter (20 points)**
 - Compose a personal letter including:
 - What HGEA has meant to you and/or your family
 - How you and/or your family have been involved with HGEA
 - Why you are seeking a scholarship
 - What extracurricular activities you have been involved in and why
 - You must also include a list of HGEA activities, including the year participated, in which you or your parent(s) have been involved
 - There is no minimum or maximum requirement on the length of the personal letter
5. **Recommendations (10 points) (form attached)**
 - Submit a minimum of three recommendations on the forms provided
 - Current or past coaches, employers, teachers, or professors may write the recommendations. All others will not be accepted.
 - Must be mailed directly to HGEA and be received or postmarked by the deadline date below. NO EXCEPTIONS.
 - Letters of recommendation are welcome, but the minimum three recommendation forms are still required
6. **Photo**
 - A headshot photo (high resolution JPEG or TIF digital file) is required.
 - Email to Wesley Aki at scholarships@hgea.org or upload to HGEA website
 - Photos will not be returned and only used if the applicant is selected
7. **Mail application**
 - Application materials, including all forms, transcripts and recommendations, must be received or postmarked by **Tuesday, January 22, 2019**.
 - Send application materials to:

HGEA Kendall Scholarship and Education Fund
888 Mililani Street, Suite 401
Honolulu, HI 96813-2991



Charles R. Kendall Scholarship & Education Fund

2019 - 2020 ACADEMIC YEAR

CHECKLIST:

- Complete and sign application
- Complete financial statement
- Have school send official transcripts
- Write personal letter
- Complete applicant information on recommendation forms
- Reconfirm with those doing recommendation form
- Submit a hi-res digital headshot photo in JPEG or TIF format to Wesley Aki at scholarships@hgea.org
- Mail completed application to: Kendall Scholarship and Education Fund, 888 Mililani Street, Suite 401, Honolulu, HI 96813-2991. Must be received or postmarked by **Tuesday, January 22, 2019**.



Charles R. Kendall Scholarship & Education Fund

APPLICATION FORM 2019-2020 ACADEMIC YEAR

◆ APPLICANT

Last Name		First Name		Middle Initial
Birthdate (Month, Day, Year)		Sex	Email Address	Contact Telephone
Home Mailing Address: Number and Street		City	State	Zipcode

I plan to attend the following type of school on a full-time basis in the Fall semester: (check one box only)

- I plan to attend a university or college.
- I plan to attend one of the following: community college, vocational or trade school, or other post-high school study. If other, please specify: _____

(Note: Each group will be ranked separately and scholarships will be awarded to each group. If you do not enroll in the same group type, as indicated above, on a full-time basis in the Fall semester, your award may be withdrawn.)

◆ EDUCATIONAL BACKGROUND

High School		Year of Graduation	
List all colleges, universities and business schools attended (list most recent first - use another sheet if needed):			
Name of Institution (Do not use acronyms)	Dates Attended From (Mo/Yr) To (Mo/Yr)	Name of Degree, Diploma or Certificate (Abbreviate)	Year Received
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

◆ PLACE AND NATURE OF STUDY OR TRAINING

Where have you applied or do you intend to apply? Please list **in order of preference** the name and location of school(s) and whether you have been accepted:

- | | | |
|----------|-----------------------------------|---|
| 1. _____ | <input type="checkbox"/> Accepted | <input type="checkbox"/> Awaiting reply |
| 2. _____ | <input type="checkbox"/> Accepted | <input type="checkbox"/> Awaiting reply |
| 3. _____ | <input type="checkbox"/> Accepted | <input type="checkbox"/> Awaiting reply |
| 4. _____ | <input type="checkbox"/> Accepted | <input type="checkbox"/> Awaiting reply |

What year will you attend? _____ General field of study or training (any specialization): _____

◆ SCHOLARSHIPS

Are you a first-time applicant? Yes No

Are you currently receiving or have you received a scholarship from the Charles R. Kendall Scholarship and Education Fund? If so, how many times have you received the scholarship and for which year(s)?

◆ PARENTS INFORMATION

CHILDREN

(Age 23 or younger receiving financial support. List student applicant first.)

Name	Age	Name of present school, college or occupation	Year in school
Applicant			

LIST OTHER DEPENDENTS FOR TAX PURPOSES RECEIVING FINANCIAL SUPPORT FROM FAMILY (Do not include those listed above)

Name	Age	Relationship to Applicant

◆ OTHER INFORMATION

How did you learn about the Charles R. Kendall Scholarship and Education Fund? Please check all that apply.

- HGEA website Twitter High school counselor
 HGEA eBulletin *The Public Employee* Newsletter Steward/other member
 Facebook Newspaper Ad

◆ CERTIFICATION

I certify that the information I am providing in this application and all forms related to my application for the Kendall Scholarship is accurate and factual to the best of my knowledge and ability.

Applicant's Signature _____ Date _____

Application materials, including all forms, transcripts and recommendations, and photo must be received or postmarked by **January 22, 2019**. Send application materials to: HGEA Kendall Scholarship and Education Fund, 888 Mililani Street, Suite 401, Honolulu, HI 96813-2991.



Charles R. Kendall Scholarship & Education Fund

2019-2020 ACADEMIC YEAR ♦ FINANCIAL STATEMENT (CONFIDENTIAL)

Applicant's Last Name _____ First Name _____ Middle Initial _____

INSTRUCTIONS FOR COMPLETING THIS FORM:

Applicant, if you are the DEPENDENT of an HGEA member, please complete sections A, B and C.

Applicant, if you are a MEMBER of HGEA, please complete sections B and C.

- A. PARENTS:** (check if living): Father Mother Stepfather Stepmother
 (check any that apply): Parents separated Parents divorced Student has legal guardian (other than parents) Father unable to work Mother unable to work

B. PARENTS OR MEMBER/SPOUSE INFORMATION:

Applicant, if you are the DEPENDENT of an HGEA member, please provide information on your parents, stepparents or legal guardians.
Applicant, if you are a MEMBER of HGEA and married, please provide information on you and your spouse.

PLEASE BE SURE TO PROVIDE INFORMATION FOR BOTH LIVING PARENTS, EVEN IF ONE IS UNEMPLOYED.

Please circle the one that applies:

Father, Stepfather, Male Guardian, Male HGEA Member or Husband

Please circle the one that applies:

Mother, Stepmother, Female Guardian, Female HGEA Member or Wife

Name _____

Name _____

Age _____

Age _____

Employer _____

Employer _____

Home Address/Phone (if different from Application Form)

Home Address/Phone (if different from Application Form)

Work Address / Phone _____

Work Address / Phone _____

Occupation _____

Occupation _____

Title _____

Title _____

Years with Company _____

Years with Company _____

HGEA membership number or last 4 of SSN: _____

HGEA membership number or last 4 of SSN: _____

HGEA Membership Unit (Circle one that applies):

2 3 4 6 8 9 13 14 Exc. Ret. Assoc.

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2 3 4 6 8 9 13 14 Exc. Ret. Assoc.

IMPORTANT — Be sure to complete section C on page 2

C. FINANCIAL INFORMATION

Applicant: If you are the child age 23 or younger or the dependent for tax purposes of an HGEA member, please provide the following information as it applies to your parents, stepparents or guardians. Or, if you are a MEMBER of HGEA, please provide the following information as it applies to you and, if married, to your spouse. Please fill out separately -- do not combine income.

You MUST add totals where indicated. Do NOT leave any blank spaces, especially under the "wages" section. Indicate "N/A" if not applicable. If wages are left blank or indicated "N/A," you MUST provide a written narrative to further explain your financial situation.

ANNUAL INCOME AND EXPENSES

INCOME

2017

*1. Gross wages, salaries, tips, etc.

of: Father, stepfather, male guardian, union member applicant, or applicant's spouse:

Mother, stepmother, female guardian, union member applicant, or applicant's spouse:

2. Dividends and interest:

3. Other income (specify):

Total (Add Items 1-3):

EXPENSES

2017

Federal income tax:

State income tax:

ASSETS AND LIABILITIES

ASSETS

AMOUNT

4. Cash in savings, checking, etc.:

5. Investments excluding retirement accounts (present market value):

6. Market value of business or farm assets net of any liabilities:

7. Market value of other assets such as real estate net of any related liabilities excluding primary residence (specify):

A. Total (Add Items 4-7):

*PLEASE DO NOT COMBINE PARENTS' INCOME AMOUNTS -- KEEP SEPARATE.



Charles R. Kendall Scholarship & Education Fund

2019-2020 ACADEMIC YEAR ♦ RECOMMENDATION FORM
(CONFIDENTIAL)

Applicant, please provide the following information:

Applicant's Name: _____

Home Mailing Address: _____

Home Phone: _____ HGEA Member's Work Phone: _____

The applicant is applying for the HGEA Charles R. Kendall Scholarship. Please candidly answer the following questions and **return this form** by **January 22, 2019**, directly to:

HGEA C.R. Kendall Scholarship and Education Fund
888 Mililani Street, Suite 401
Honolulu, HI 96813-2991

If you are submitting recommendation letters, this form must still be completed and returned.

1. Compared with other (check one) ___ Students ___ Employees ___ Teammates: _____
you know, please rate the applicant on the following qualities by checking the appropriate boxes:

	OUTSTANDING	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NO BASIS FOR OPINION
INTELLECTUAL CAPACITY					
MOTIVATION AND DRIVE					
INITIATIVE					
CHARACTER					
LEADERSHIP					
SCHOLASTIC ABILITY					
WRITING ABILITY					
SPEAKING ABILITY					
TEAMWORK					

2. Please describe the reasons for your ratings above. Use this space or attach a sheet, if needed:

IMPORTANT — Be sure to complete questions on page 2

CONFIDENTIAL Recommendation Form — Page 2

3. Describe what you feel are the applicant's overall strengths and/or weaknesses:

4. What is your relationship to the applicant?

- Teacher
- Professor
- Employer
- Coach

5. How long have you known the applicant?

From (month, year): _____

**THIS RECOMMENDATION WAS PREPARED BY:
(PLEASE PRINT)**

Name: _____

Position/Title: _____

Address: _____

Signature: _____ Date _____