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# Printing Industry of Minnesota Education Foundation Scholarship Application

***Deadline:*** April 1, 2011 (To locate Renewal Procedures for Returning Scholarship recipients turn to page iii and follow the process that is explained, you must reapply to be considered!)

Printing Industry of Minnesota, Inc. (PIM) is a trade association serving the graphic arts/printing industry in the state of Minnesota. It seeks to serve its member companies and their employees by providing foresighted leadership and exceptional member services.





## General Information

The Printing Industry of Minnesota Education Foundation (PIMEF) is a tax-exempt, nonprofit, charitable organization affiliated with Printing Industry of Minnesota, Inc., a statewide trade association. The PIMEF offers \$1,000 renewable scholarships to those enrolled in two or four year institutions and technical colleges offering degrees in the print communication discipline.

The foundation fosters education, research, training and career development in print communications. The Foundation facilitates and encourages entry into print communications employment through scholarships.

### Scholarship Requirements

In order to ensure acceptance, students must apply for admission to an accredited technical school, college or university. The applicant is responsible for applying for admission on time and for fulfilling all admission requirements. A scholarship will be awarded only if an applicant has been admitted to a technical school, college or university approved by the PIM Education Scholarship Committee.

### School Eligibility

The scholarship grants are restricted to accredited colleges, universities, and technical schools that offer established one, two, and four year programs leading to an associate degree, bachelor's degree, or graphic arts diploma recognized by the print communications industry, and are approved by the PIM Education Scholarship Committee.

### Scholarship Award Payments

The amount of each scholarship, awarded for one year, will be paid directly to the technical school, college or university. The school will be authorized to draw upon the grant for payment of tuition, fees, and other charges.

**Note:** If the recipient chooses not to continue in a print communications certificate/degree program, withdraws from the educational institution for any purpose, or violates any other eligibility conditions the award will be canceled and the unspent portion, if any, will be returned to the PIM Education Scholarship Fund.

### PIM Education Scholarship Committee

The PIM Education Scholarship Selection Committee of the Printing Industry of Minnesota Education Foundation evaluates the applicants for the Foundation's scholarships. The membership of the PIM Education Selection Committee is composed of industry leaders experienced in the print communication industry. The number of members that constitute the selection committee is not less than five or more than ten, and is determined from time to time by resolution of the Foundation's Board of Directors. No member of the PIM Education Scholarship Committee will be eligible for a scholarship while serving on the committee and committee members will operate under a good faith obligation to disclose any relationship to the applicants under review. PIM Education Scholarship Selection committee members may not participate in the decision-making process regarding applicant to whom they are related.

### What is the PIM Education Scholarship Fund?

It is a scholarship fund program, supported entirely by private contributors. It is designed to encourage the most qualified persons to seek careers in the Minnesota print communications industry, and to provide financial assistance for the continued development of skills for graphic arts instructors in advanced technical training.



## Who administers the Fund?

The fund is administered by the PIM Education Scholarship Committee of the Printing Industry of Minnesota Education Foundation.

## Scholarship Awards

The Foundation scholarship awards are made on the basis of a competitive process which considers:

- academic achievement
- extracurricular activities
- honors and awards
- demonstrated leadership ability
- student commitment
- a statement of one's personal aspirations
- the neatness and clarity of the application.

Applicants may be required to respond to questions offered by the Scholarship Committee during an oral interview. Scholarship awards are made at the discretion of the foundation's Scholarship Committee. All awards are made without regard to race, creed, color gender, religion, sexual preference, or national origin.

## Application Process

To apply for scholarship aid, a student must submit a completed application form and all supporting materials requested. All scholarship applications are due by **April 1, 2011**. Scholarship awards will be announced by letter in June. Payment will be available after July 1 and before October 1.

## Student Eligibility

To be eligible to compete for a scholarship award, a student must meet all of the following requirements:

- Applicant must be committed to a career in the print communications industry.
- Applicant must be a high school senior or high school graduate; diploma or GED.

- Student must be full-time. (*Scholarships are not awarded for part-time study.*)
- Applicant must be a resident of Minnesota, or son or daughter of an individual employed by a Minnesota graphic arts firm.
- Priority will be given to a son or daughter of a full-time employee of a member of the Printing Industry of Minnesota.
- Applicant must have attained a minimum high school grade point average of 3.0.
- Applicant must seek and gain admission to a technical school, college or university.
- Applicant must plan to pursue a degree or certificate in graphic arts.
- Recipients are eligible to apply to renew their scholarships.

## Procedure for Application

To be eligible for scholarship consideration, the following procedures are to be followed. These procedures may be modified by action of the PIM Education Scholarship Committee. Applications must be submitted prior to the date of April 1, 2011 in the calendar year for which fall admission and scholarship consideration is requested. Applications received after this date will not be considered by the PIM Education Scholarship Committee.

- The applicant, including those having graduated within the last five years or those preparing to graduate, must request that their high school transcripts and a copy of their ACT and/or SAT scores be sent directly to the PIM Education Scholarship Committee. SAT/ACT scores are not required for technical colleges. Applicants about to take the SAT/ACT should submit their scores upon completion of the testing process.
- Applicants must provide two recommendation forms completed by a high school teacher, principal, advisor, counselor, employer, or another adult (other than family members).



Applicants must mail the following credentials to the PIM Education Scholarship Committee prior to the deadline date April 1, 2011.

- ❑ A copy of a completed technical school, college or university admission application form.
- ❑ A completed PIM Education Scholarship application form.
- ❑ Applicant's career plan letter.
- ❑ High-school certification form completed by the applicant's high school principal, advisor, or counselor.
- ❑ If enrolled at a college, university, or technical school applicant must declare that they are a "graphic arts" or "printing major/concentration".

### Procedure for selection

The scholarship candidates for two and four year institutions are judged on the following basis. If a person graduated within the last five years or is graduating in the near future, they must provide the following:

- ❑ Their high school academic records.
- ❑ Percentile rank in class.
- ❑ Recommendations offered from guidance counselors, advisors, teachers, principals, employers or other adults (other than family members).
- ❑ Biographical records which indicate academic honors, extracurricular activities, etc.
- ❑ Their ACT and SAT scores. The SAT must total at least 970 and ACT at least 23. The SAT/ACT tests are not required for technical school candidates.
- ❑ Applicant's two recommendation forms completed by a high school teacher, principal, advisor, counselor, employer or another adult (other than family members). If a person graduated five years ago, they are required to provide as much of the above information as is available or provide an explanation of why they cannot.

### Award condition

No PIM Education Scholarship award will be paid unless individual continues to meet all

eligibility requirements and the following criteria:

- ❑ Meets all admission requirements of the technical school, college or university.
- ❑ Has signed and returned the terms of Grant Agreement to the Fund.
- ❑ The recipient has notified the Fund of the name of the technical school, college, or university in which he/she has been accepted.
- ❑ The technical school, college or university has verified the student's enrollment.

### Amount of awards

Scholarship awards begin at \$1,000. Most scholarships are based on earnings from the investments of the fund, so amounts may vary from year to year. The payments will be made directly to the educational facility.

### Selection of finalists

The finalists and the amount of each scholarship will be determined by the PIM Education Scholarship Committee based on the aforementioned criteria and the information submitted by the applicant.

### Announcement of winners

Scholarship winners will be notified by letter in May. Each scholarship award becomes official when the winner returns the scholarship acceptance form and the attending school has verified enrollment in program.

### Renewal of the PIM scholarship

A previous winner may apply for renewal of the scholarship each year by submitting a letter of request for renewal to the PIM Education Scholarship Committee, c/o the Printing Industry of Minnesota. A current transcript forwarded by their educational facility acknowledging that the candidate has maintained an overall GPA of 3.0 must also be sent, and (1) letter of recommendation. **Renewal requests should be received by April 1, 2011.**



## Student Application Personal Information

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Occupation and Company: \_\_\_\_\_

Address (if different): \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Occupation and Company: \_\_\_\_\_

Address (if different): \_\_\_\_\_

Are either parent/guardian employed by the printing or graphic arts industry?  Yes  No

If yes, employee/name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

### High School Educational Information

Are you currently a high school senior?  Yes  No Date (or expected date) of graduation: \_\_\_\_\_

Have you taken the SAT or ACT?  Yes  No Score: \_\_\_\_\_

High School: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Principal: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

**Please note:** If you have attended high school(s) other than the school in which you are currently enrolled, you must notify the school(s) and request that complete, clearly labeled transcripts are forwarded to the Printing Industry of Minnesota Education Foundation **by the deadline date, April 1.**

### Post Secondary Educational Information

College, University or technical college applicant plans to attend next year:

Name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I plan to earn:  Certificate  Associates Degree  Bachelor's Degree

I will be enrolled:  full time  part time

I will live:  on campus  off campus  home with parents  home with spouse



Major or course of study: \_\_\_\_\_  
 Anticipated graduation date: \_\_\_\_\_ Upcoming year in school:  1  2  3  4

**Financial Information**

Applicant is considered:  Independent Gross Annual Income: \$ \_\_\_\_\_  
 If independent, total size of student's household including applicant: \_\_\_\_\_  
 Dependent Gross Annual Income: \$ \_\_\_\_\_  
 If dependent, total size of parent's household including applicant: \_\_\_\_\_

<b>Student Budget</b>		<b>Anticipated Resources</b>	
Tuition & Fees	\$ _____	Parent Contribution	\$ _____
Books & Supplies	\$ _____	Student Contribution	\$ _____
Room & Board	\$ _____	Spouse Contribution	\$ _____
Personal Expenses	\$ _____	VA or SS Benefits	\$ _____
Transportation	\$ _____	Other Grants, Loans, Scholarships	\$ _____
Other (list):	\$ _____	Other (list):	\$ _____
<b>Total Expenses</b>	<b>\$ _____</b>	<b>Total Resources:</b>	<b>\$ _____</b>

Assessed need (Budget less Resources): \$ \_\_\_\_\_  
 Do you intend to work while in school?  Yes  No Explain why or why not: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Amount of money saved toward school expenses: \_\_\_\_\_

Have you or do you plan to apply for other scholarships?  Yes  No If yes, please list other scholarships applied for: \_\_\_\_\_

**Applicant Profile**

Involvement: Please list any activities which you've been involved in (examples: literary groups, publications, dramatics, speech, athletics, music, art clubs, student government, social service, boy scouts, girl scouts, campfire girls, and/or community activities). Indicate year(s) of involvement (i.e. 1-freshman, 2-sophomore, 3-junior, 4-senior).

<u>School Activities</u>	<u>Year(s)</u>	<u>Office(s) Held</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**Awards & Honors**

List any awards or honors you have received in the past four years: \_\_\_\_\_  
\_\_\_\_\_

**Paid Work Experience**

List any work experience (full or part-time):

<u>Employer</u>	<u>Job Description/Title</u>	<u>Dates</u>	<u>Hours per week</u>

**Goals & Aspirations**

Describe your educational plans as they relate to your career objectives and future goals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why should you be considered for a scholarship? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Letters of Recommendation**

Applicants are required to submit two recommendation forms completed by high school or college instructors, principals, advisors, counselors, employers or other adults (other than family members). Recommendation forms should be sent directly to the PIM Education Foundation by the person making the recommendation and should NOT be included with your application.

Please list the names and addresses of the two people you have asked to forward recommendation forms:

- Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



### **Certification**

Your signature at the end of the application authorizes the Printing Industry of Minnesota Education Foundation and the Printing Industry of Minnesota (PIM) Education Scholarship Committee to examine your academic and personal records and certifies the accuracy of the information you have provided.

All of the information on this form is true and complete to the best of my/our knowledge. If asked by the PIM Education Foundation, I/we agree to provide proof of the information that was given on this application. I/we realize that if I/we do not provide proof when asked, the applicant will not be considered for a scholarship.

I/we are aware of the conditions under which the educational scholarship is awarded and promise to inform the Foundation of any change in circumstances or any additional scholarship aid received.

Furthermore, I/we hereby authorize the people asked to provide recommendation forms to provide the PIM Education Scholarship Committee with information about their personal knowledge of the applicant. I/we further agree that these individuals shall be free to list any confidential information and that all information will be held in confidence and will not be released to the applicant or the applicant's parents. Unsigned applications will not be considered.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if applicable)

\_\_\_\_\_  
Date

### ***Application Deadline***

The completed application (including all enclosures) and the two recommendations must be received by April 1, 2011 or it may not be considered.

### ***All scholarship materials should be mailed to:***

*Printing Industry of Minnesota Education Foundation Scholarship Program  
1700 HWY 36 W Ste. 510  
Roseville, MN 55113*

### ***Application Checklist***

This application for financial becomes complete and valid only when the Printing Industry of Minnesota Education Scholarship Committee has received the following materials BEFORE due date of April 1:

- Signed application
- Two recommendation forms
- High school certification form
- Most current official grade transcript(s)  
Include high school and post-secondary transcripts, where applicable
- A copy of completed technical school, college or university application form

### ***Inquiries***

If you have any questions, contact your school counselor or call the scholarship coordinator at the Printing Industry of Minnesota Education Foundation at (651) – 789-5500.





9. In your judgment, is applicant adequately prepared for admission to a post secondary education institution?  
 Yes  No If so, please explain: \_\_\_\_\_

10. In you opinion, please provide a character evaluation (circle proper number for each trait):

Character Trait	Below Average		Average		Superior	
	1	2	3	4	5	6
Mature attitude toward learning	1	2	3	4	5	6
Emotional maturity	1	2	3	4	5	6
Social maturity	1	2	3	4	5	6
Mature attitude toward authority	1	2	3	4	5	6
Study/work habits	1	2	3	4	5	6
Scholastic achievement	1	2	3	4	5	6
Character	1	2	3	4	5	6
Ability to set realistic goals	1	2	3	4	5	6

11. Please make a statement below (or on separate sheet of paper) describing the applicant’s character, school and community leadership abilities, ambition to succeed, and evidence of present and future useful citizenship: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. Other important information: \_\_\_\_\_  
 \_\_\_\_\_

**Checklist – please return the following materials:**

- Completed Certification Form
- Copy of the student’s transcript of all subjects studied
- Copy of SAT and/or ACT results

Completed by \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Mail this certification and all requested materials to, before April 1, 2011:**

**Printing Industry of Minnesota Education Scholarship Program – Certification  
 1700 HWY 36 W Ste. 510  
 Roseville, MN 55113**

If you have any questions, contact the scholarship coordinator at the Printing Industry of Minnesota Education Foundation Scholarship Program at 651-789-5500



## Applicant Recommendation Form

**To be completed by the applicant's high school principal, advisor, counselor, teacher, employer or another non-related family member and postmarked/returned by April 1, 2011 to:**

Printing Industry of Minnesota Education Foundation Scholarship Program  
1700 HWY 36 W Ste. 510, Roseville, MN 55113

Name of Applicant: \_\_\_\_\_  
Last First Middle

Address of applicant: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State ZIP

Name of high school: \_\_\_\_\_

Address of high school: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State ZIP

### ***To the Appraiser:***

You have been asked to provide information in support of the above named individual who is applying for a scholarship from the Printing Industry of Minnesota Education Foundation. In fairness to the applicant, we ask that you give immediate and serious attention to this appraisal. The appraisal is extremely important during the scholarship selection procedure.

We would ask that this appraisal be completed in conjunction with a ***personal interview***. Please consider discussing at least the following basic topics: Outside Activities, Post-High School Academic Study, Leadership Roles, School Activities, Work Experience, Life Expectations and School Goals

1. What is your relationship to the applicant? \_\_\_\_\_
2. What period of time have you known the applicant? \_\_\_\_\_
3. How well have you known the applicant?  *Very well*     *Fairly well*     *Limited contact*
4. Please answer the following questions based on your knowledge of the student.
  - Yes     No    Based on the applicant's ability and capabilities, do you think the applicant's career choice is wise and realistic?
  - Yes     No    Has this applicant demonstrated positive school and community citizenship?
  - Yes     No    Do achievement or performance records reflect this applicant's ability?

If you answered NO to any of the above questions, please explain? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

