

## **Arcadia Electric, Inc. Scholarship Operational Policies**

### **Administration**

All Arcadia Electric, Inc. Scholarship contributions for student assistance are administered through the Arcadia Electric, Inc. Scholarship Committee.

The Arcadia Electric, Inc. Scholarship Committee establishes appropriate procedures to keep and maintain adequate records and case histories for each Arcadia Electric, Inc. Scholarship recipient including, but not limited to the following:

- (a) Name and address of Arcadia Electric, Inc. Scholarship recipient
- (b) Amount of Arcadia Electric, Inc. Scholarship awarded
- (c) Period over which the Arcadia Electric, Inc. Scholarship is to be distributed to recipient
- (d) Criteria used to select the recipient
- (e) Purpose of the Arcadia Electric, Inc. Scholarship
- (f) Restrictions, if any, placed upon the Arcadia Electric, Inc. Scholarship
- (g) Methods used to publicize the availability of the Arcadia Electric, Inc. Scholarship
- (h) Original application of the candidate
- (i) Recommendation and action taken on the application by the Arcadia Electric, Inc. Scholarship Committee

### **Control and Funding**

Overall control and guidance for the Arcadia Electric, Inc. Scholarship program, particularly policy and finances, is the responsibility of the Arcadia Electric, Inc. Scholarship Committee. However, the committee may delegate the operation and administration of the program as specified herein.

A continuous effort is made by the Arcadia Electric, Inc. Scholarship Committee to obtain contributions from any and all sources available, in order to increase all Arcadia Electric, Inc. Scholarship resources. Resources for the Arcadia Electric, Inc. Scholarship may be solicited from businesses. Special fundraising events or voluntary contributions may be a source of funds.

Monetary and material resources for the Arcadia Electric, Inc. Scholarship are used only for the Arcadia Electric, Inc. Scholarship, and contributions, regardless of source, will be credited to the fund.

### **Arcadia Electric, Inc. Scholarship Committee**

The Arcadia Electric, Inc. Scholarship welcomes recommendations from donors regarding the use of funds. However, the Arcadia Electric, Inc. Scholarship Committee reserves the right of final determination of all Arcadia Electric, Inc. Scholarship awards and the use of all Arcadia Electric, Inc. Scholarship monies.

- Students apply for all Arcadia Electric, Inc. Scholarship awards using a single application which is due at least 10 days prior to the Arcadia Electric, Inc. Scholarship Committee meeting. Advertisements of the availability of Arcadia Electric, Inc. Scholarship assistance and applications are posted through the IEC of

Washington newsletter, direct mailing, classroom signage, and other sources as deemed appropriate by the Arcadia Electric, Inc. Scholarship Committee. The Arcadia Electric, Inc. Scholarship Committee reviews the applications and selects recipients for each award. The Arcadia Electric, Inc. Scholarship Committee sends an award letter to the recipient explaining what Arcadia Electric, Inc. Scholarship support has been awarded and how the support will be provided to the student.

- The award is provided to the student when he or she registers for classes in the fall.
- Gifts to the Arcadia Electric, Inc. Scholarship as outlined above may be claimed as charitable deductions when filing federal income taxes, provided the donor itemizes deductions. In all cases, donors should consult with a tax accountant in determining the deductibility of gifts and when preparing income tax returns.
- Recipients of the Arcadia Electric, Inc. Scholarship support are selected from the applicants who are selected for indenture in the IEC of Washington Construction Electrician Apprenticeship Program.
- Recipients of Arcadia Electric, Inc. Scholarship awards must complete all four years of the IEC of Washington Construction Electrician apprenticeship program. Failure to complete the program will require repayment of the cash value of the award.

### **Equal Opportunity**

All Arcadia Electric, Inc. Scholarship monies and awards must be free of restrictions or discriminatory provisions prohibited by law.

The selection of candidates for Arcadia Electric, Inc. Scholarship awards is on an objective and non-discriminatory basis. The group from which the candidates are selected must be chosen on the basis of criteria reasonably related to the purpose of the Arcadia Electric, Inc. Scholarship.

### **Award Qualifications**

All student assistance are awarded on the basis of established needs analysis procedures, except where special restrictions are specifically requested by the donor and fit within the purpose and limits of the Arcadia Electric, Inc. Scholarship and the purpose of the IEC of Washington.

### **Criteria**

The Arcadia Electric, Inc. Scholarship Committee will select recipients from all completed applications since the immediately preceding review process. The Arcadia Electric, Inc. Scholarship Committee may meet as often as necessary to consider completed applications, but must meet at least once annually. Consideration will be given based on the following criteria.

- Financial need.
- Scholastic achievement and motivation for higher education.
- Qualities and traits of leadership, citizenship and service to community.
- Goal: A career in construction electrical industry.
- Applicants should show strength of character, enterprise, and personal initiative. Special consideration will be given to those students who are unique, with a strong interest in school or community activities, and those who exhibit an unusual capacity

for creative problem solving. These well-rounded students need not be the highest academic achievers – scholarship is not enough -- but should exhibit enthusiasm, ambition, and all-around merit.

- Scholarships may be renewed annually at the discretion of the committee. Renewal decisions will be based on continued maintenance of overall contractor evaluations of 7 or higher (on a scale of 1-10) and an academic score of 85% or higher for the concluding school year.

**Guidelines for Applicants:**

The completed Arcadia Electric, Inc. Scholarship Application, immediate prior year Internal Revenue Service federal income tax filing and any other supporting documentation the applicant chooses to submit must be received by the Arcadia Electric, Inc. Scholarship Committee **on or before May 15**. Members of the committee will receive copies of the application with name and address deleted, so they can determine that all questions have been answered. Incomplete applications will be disqualified.

**Winners will be chosen by the Arcadia Electric, Inc. Scholarship Committee.**

**The number and amounts of Arcadia Electric, Inc. Scholarships to be awarded each year will depend upon the availability of funds. *Cash will not be awarded or disbursed to the recipient. Should the recipient resign from his/her apprenticeship with IEC of Washington or transfer to another apprenticeship program or in any other way fail to complete the school year, any amount of refund issued will be repaid to the Arcadia Electric, Inc. Scholarship Committee up to the amount of the original scholarship award before funds are returned to the apprentice.***

**Final selection will be made by May 31. Announcement of the winner(s) will be at the annual IEC of Washington Graduation and Awards Banquet.** Announcement will define the scope of the award and the process for receiving the awarded support.

The format of the application form may not be changed in any way. All materials submitted shall become the property of Arcadia Electric, Inc. Scholarship Committee.

Contributions, questions, or requests should be directed to Arcadia Electric, Inc. Scholarship:  
Arcadia Electric, Inc. Scholarship  
11630 Airport Road, Suite 300  
Everett, WA 98204

# Arcadia Electric, Inc. Scholarship Application

*(Please type)*

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

Trainee Card Number: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

List any Community Service activities in which you participated in the last 10 years.

\_\_\_\_\_

\_\_\_\_\_

Have you been employed in the last 3 years?  Yes  No

Employer: \_\_\_\_\_ Length of Time: \_\_\_\_\_ Rate: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_ Length of Time: \_\_\_\_\_ Rate: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_ Length of Time: \_\_\_\_\_ Rate: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Total Gross Income:

\_\_\_\_\_ 2010 Year to date

\_\_\_\_\_ 2009

\_\_\_\_\_ 2008

\_\_\_\_\_ 2007

Number of Dependents: \_\_\_\_\_

List any other family/financial circumstances that should be considered. Explain.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, certify that the above information is true and correct. Further, I authorize IEC of Washington to release any information regarding my grades and contractor evaluations to the Arcadia Electric, Inc. Scholarship Committee. I understand and agree to comply with all regulations of the scholarship. I understand that the acceptance of this application does not constitute a promise of scholarship award nor does the award of a scholarship guarantee subsequent awards.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

To complete the Arcadia Electric, Inc. Scholarship Application please submit the following:

- Letter of Recommendation from current employer
- Letter of Recommendation from current instructor
- Letter of Recommendation from IEC of Washington
- Most recent IRS Income Tax filing

Any other documents you feel are pertinent to the consideration of your application via U.S. mail to (faxes will not be accepted):

Arcadia Electric, Inc. Scholarship  
11630 Airport Road, Suite 300  
Everett, WA 98204