

**VIVIAN AND FLORENCE LEWIS CARKEEK MEMORIAL FUND  
MUFG UNION BANK, NA, TRUSTEE**

**SCHOLARSHIP APPLICATION – FIRST TIME APPLICANTS**

**Part 1: Scholarship Fund Guidelines**

The Vivian and Florence Lewis Carkeek Memorial Fund (“Carkeek Scholarship”) was established in the early 1950s and has continually provided scholarships to graduating seniors from the Seattle Public School system. Applications are solicited in spring and awards are determined by a selection committee comprised of high school principals and citizens of the Seattle community. The awards are based on high school scholastic achievement, participation in school activities and the financial needs of the candidate.

**Requirements to Qualify for an Award**

- Complete and return this application including all required supporting materials by the deadline of May 4, 2018.
- Enrollment in the University of Washington or other public institution of higher learning in the State of Washington.

**Continuing Eligibility Requirements for Recipients**

- Maintain a minimum cumulative grade point average (GPA) of 2.0.
- Be enrolled in a public institution of higher learning in the State of Washington.
- Maintain “full time” status by earning at least twelve (12) credits per marking period (quarter or semester).
- Submit a copy of your **official** transcript within 10 business days after the end of each marking period by one of the following methods (transcripts must either be transmitted from the Registrar’s office directly electronically or in a sealed envelope):

<b>Mail</b>	<b>Fax</b>	<b>E-Mail</b>
MUFG Union Bank, N.A. Attn: Carkeek Scholarship P.O. Box 3123 Seattle, WA 98114	206-587-3686	<u><a href="mailto:CarkeekScholarship@unionbank.com">CarkeekScholarship@unionbank.com</a></u>

**In the event the recipient fails to meet the continuing eligibility requirements, the award is subject to suspension or forfeiture. An exception may be granted for illnesses, accidents or emergencies. Recipients must provide the Trustee a written explanation of the circumstances within thirty days from the grade marking period.**

**Guidelines for Use of Award**

- Scholarship funds can be used for food and lodging, school books, laboratory fees, tuition, transportation and items deemed essential.
- Scholarship funds are NOT to be used for social activities, fraternities or sororities, travel (other than to and from home), medical expenses or other items strictly personal.

**Award Cycle**

- Scholarship payments are made monthly beginning September 1<sup>st</sup> and continuing through May 1<sup>st</sup> (nine payments total per year). For recipients who continue to meet the eligibility requirements, one-ninth of their annual award will be paid each month.
- No payments are made during the months of June, July, or August.

**Annual Renewal**

- Applicants are required to reapply to the scholarship on an annual basis.
- The amount awarded is subject to change from year to year, based upon the recipient’s continuing eligibility and financial need as demonstrated by their completion of the Request for Scholarship Renewal & Statement of Expenses form. This form will be provided directly to returning recipients.
- Recipients who remain eligible may be considered for continued participation in the scholarship for a period not to exceed five (5) years.

**Suspension or Cancellation of Award**

- An award can be suspended or cancelled for any of the following reasons:
  - Recipient is no longer enrolled in a public institution of higher learning in the State of Washington.
  - Recipient’s cumulative GPA falls below 2.0.
  - Recipient earns less than twelve credits in a marking period.
  - No official transcript is received within 10 business days of the end of the marking period.
  - For any other reason determined by the Trustee that is in conflict with the terms of the Carkeek Scholarship.

These terms are subject to revision by the Trustee from time to time exercising its sole discretion.

**I have reviewed the Scholarship Fund Guidelines and accept these terms and requirements. I agree that I must continue to abide by these terms and requirements in order to remain eligible to receive payments.**

\_\_\_\_\_  
Signature (Parent or Guardian if under age 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## **Part 2: Application Process for New Applicants**

1. Complete this application.
2. Include with your completed application:
  - a. A completed copy of the Free Application For Federal Student Aid (FAFSA- <https://fafsa.ed.gov/>).
  - b. Official transcript of grades earned to date.
  - c. Three letters of recommendation from teachers and/or community members.
3. Mail your completed application package to:

MUFG Union Bank, N.A.  
Attn: Carkeek Scholarship  
P.O. Box 3123  
Seattle, WA 98114

206-587-3686 – Fax

**THE COMPLETED APPLICATION AND ALL SUPPORTING MATERIALS MUST BE POSTMARKED OR FAXED BY MAY 4, 2018.**

**Please ensure your application package is complete. Incomplete packages will not be considered.**

### ***PRIVACY STATEMENT***

MUFG Union Bank, N.A., the Trustee of the Carkeek Memorial Fund, collects personal information from scholarship applicants for the sole purpose of determining the qualifications of applicants for scholarship awards. This personal information will be reviewed by employees of Union Bank, the Trustee and members of the selection committee, to identify scholarship applicants and to assure compliance with the requirements of the Scholarship. Officers and employees of MUFG Union Bank, N.A. may, in reviewing scholarship applications, confer with educational professionals employed by high schools in the Seattle Public School District and may share information contained in this application, including documents submitted with the application, with those educational professionals. Other than as stated above, no personal information provided by scholarship applicants will be divulged to any other persons or organizations.

**Part 3: Personal Data**

Provide responses here ↓

Applicant's name:	
Home address:	
	<i>Street</i>
	<i>Street Line 2</i>
	<i>City, state, ZIP code</i>
Mailing address, if different:	
	<i>Street or P.O. Box</i>
	<i>Street Line 2</i>
	<i>City, state, ZIP code</i>
Home Phone:	
Cell Phone:	
E-mail Address:	
Name of your high school: <i>The scholarship is <b>only</b> for graduating seniors of the Seattle Public School system.</i>	
<i>Dates attended:</i>	
	<i>From (date) to (date)</i>
Anticipated date of high school graduation:	
Name of the institution of higher education that you plan to attend. <i>The institution must be <b>publically funded</b> within the state of Washington.</i>	
Desired field of study:	
Amount requested from Scholarship Fund this year:	\$

**Part 4: School/Community Activities**

**Activity #1:**

Provide responses here ↓

Name of organization:	
Address of organization:	
	<i>Street</i>
	<i>Street Line 2</i>
	<i>City, state, ZIP code</i>
Name of contact person at organization:	
Contact person's phone number:	
Dates of service to this organization:	
	<i>From (date) to (date)</i>

Describe the nature and extent of your service to this organization, including your most important accomplishments and the most significant lessons you learned while serving this organization. You may attach a separate sheet to this application, marked "Activity #1", if you prefer to type your response or you need additional space to describe this community activity.

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**Part 4: School/Community Activities (continued)**

**Activity #2:**

Provide responses here ↓

Name of organization:	
Address of organization:	
	<i>Street</i>
	<i>Street Line 2</i>
	<i>City, state, ZIP code</i>
Name of contact person at organization:	
Contact person's phone number:	
Dates of service to this organization:	
	<i>From (date) to (date)</i>

Describe the nature and extent of your service to this organization, including your most important accomplishments and the most significant lessons you learned while serving this organization. You may attach a separate sheet to this application, marked "Activity #1", if you prefer to type your response or you need additional space to describe this community activity.

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***If you wish to describe additional community activities, please attach a separate sheet for each additional activity and provide the information requested for Activities #1 and #2.***



**Signature of Scholarship Applicant (Parent or Guardian if under age 18)**

I, \_\_\_\_\_, have completed and reviewed the information contained in this application, and I certify that all statements made in the application are true and correct.

Signed: \_\_\_\_\_

Date of Signature: \_\_\_\_\_, 20\_\_

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Checklist of documents included with Scholarship Application:

***Due on or before May 4, 2018:***

- A completed copy of the Free Application For Federal Student Aid (FAFSA- <https://fafsa.ed.gov/>)
- Official transcript of grades earned to date
- Three letters of recommendation from teachers and/or community members

MAIL APPLICATION AND DOCUMENTS TO:

MUFG Union Bank, N.A.  
Attn: Carkeek Scholarship  
PO Box 3123  
Seattle, WA 98114

Phone: 206-587-3653  
Fax: 206-587-3686

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All applicants will be notified of the decision of the Scholarship Committee after their annual meeting. Recipients will receive a copy of the scholarship guidelines, and will be asked to complete payment receipt instructions. These instructions should be returned along with a copy of the acceptance letter from the institution of higher education by no later than August 20, 2018. No scholarship funds will be disbursed without the completed disbursement instructions and the copy of the acceptance letter. The amount awarded is subject to change from year to year, based upon the recipient's continuing eligibility and financial need as demonstrated by their annual submission of the Request for Scholarship Renewal & Statement of Expenses form.