



To: Scholarship Applicants

Thank you for your interest in pursuing a Hy-Vee Foundation scholarship. Please review the qualifications carefully – if you meet the eligibility requirements, please submit an application.

Please be sure to provide all necessary information and return your materials promptly. Applications will only be accepted via U.S. Mail and must be postmarked by February 8, 2019. This will open a file in your name.

I wish you the very best of luck. We will announce scholarship winners during the month of May. Once the scholarship winners are notified, a list of all winners will be posted on Huddle and hy-vee.com.

If you have any questions, please contact [Hy-VeeUniversity@hy-vee.com](mailto:Hy-VeeUniversity@hy-vee.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica Enos".

Jessica Enos

Group Vice President, Employee Development

JE/jh



## ABOUT THE PROGRAM

At Hy-Vee, we believe our helpful smiles – our people – are our most important asset. And we are committed to cultivating the future by investing in our helpful smiles. The Hy-Vee Foundation Scholarship Program exists to provide financial assistance to help students achieve their educational goals. Since 1969, more than \$2.5 million in scholarships has been awarded to high school and college students from the Hy-Vee Foundation. For the 2018-2019 school year, 80 - \$1,000 scholarships are available to qualifying high school and college students. See program guidelines and full eligibility requirements below.

## PROGRAM GUIDELINES

### ELIGIBILITY REQUIREMENTS – HIGH SCHOOL

Applicant must be:

- A high-school senior employed with Hy-Vee (office, distribution, retail) or subsidiary locations who began employment on or before September 15, 2018 or a high school senior son or daughter of a full-, regular-, or part-time Hy-Vee or subsidiary employee who has a minimum of six months employment as of September 15, 2018,

Applicant must not be:

- An immediate family member of a Hy-Vee Vice President or above. All other employees and their family members who meet the other eligibility requirements may apply.

### ELIGIBILITY REQUIREMENTS – COLLEGE

Applicant must be:

- Employed with Hy-Vee (office, distribution, retail) or subsidiary locations on or before June 1, 2018.
- Classified as a full-time student in his/her freshman, sophomore, or junior year during time of application process.
- Classified as a full-time sophomore, junior, or senior at the time funds are disbursed.

Applicant must not be:

- An immediate family member of a Hy-Vee Vice President or above. All other employees and their family members who meet the other eligibility requirements may apply.

### APPLICATION

The scholarship application and required supporting documents must be typed, submitted via U.S. Mail and postmarked on or before February 8, 2019 to Hy-Vee Foundation, 5820 Westtown Pkwy, West Des Moines, IA 50266.

### USING THE SCHOLARSHIP

- Recipients may use scholarship funds to pay all normal college expenses including tuition, room and board, book purchases, and rentals. Refundable fees will not be paid. Maximum value of each full award is \$1,000, payable in a lump sum payment.
- Winners may attend any baccalaureate degree-granting college in the United States.
- Winners may enroll at an accredited two-year college provided the course of study will lead to later granting of a baccalaureate degree.
- There are no restrictions as to the course of study selected by a scholarship winner except that the program must lead to a four-year degree.

### ACCEPTING OTHER SCHOLARSHIPS

Hy-Vee Foundation Scholarship recipients are free to accept other scholarships, but must report any with financial awards to the Hy-Vee Foundation. Specifically this rule requires notification to the Hy-Vee Foundation of other scholarship awards providing tuition-free assistance.

Return to Hy-Vee Foundation, 5820 Westtown Parkway, West Des Moines, IA 50266

**DEADLINE – POSTMARKED ON OR BEFORE FEBRUARY 8, 2019**

## BEFORE YOU APPLY

We advise reading the information below before you start your application so you can be fully prepared. The application and supporting materials must be typed and postmarked on or before February 8, 2019 to qualify.

### Important Items You Will Need:

- An official transcript
- A typed personal statement describing a time when Hy-Vee made a difference in your life and/or the life of a customer
- A typed resume, including accomplishments in academics, activities, arts, athletics, community service and future postsecondary plans
- A personal reference regarding your skills and qualifications
- **High School students ONLY** – ACT or SAT examination scores

## TRANSCRIPT

### HIGH SCHOOL STUDENTS

Your official transcript must include high school grades along with your first semester senior grades, and grade point.

**Note:** An “official” transcript will have a raised seal, the registrar’s signature or is submitted by a Transcript Services Company, such as Parchment. If your ACT/SAT scores are included as a part of your official transcript, separate results are not necessary.

### COLLEGE STUDENTS

Your official transcript must include all grades including transfer schools, your accumulated GPA, as well as your most current GPA. **Note:** An “official” transcript will have a raised seal, the registrar’s signature or is submitted by a Transcript Services Company, such as Parchment.

## PERSONAL STATEMENT

Describe a time when Hy-Vee made a difference in your life and/or the life of your customer(s). Your statement must be typed and have a minimum of 300 words up to a maximum of 500 words. Please attach a separate sheet.

## RESUME

The Hy-Vee Foundation is interested in not only your academic standing, but also your accomplishments, involvements and future plans. On a separate sheet, please submit a typed resume listing accomplishments in academics, activities, arts, and athletics, community service and future postsecondary plans.

Areas to consider:

- **Student Organizations** (student council, class office, clubs, yearbook, newspaper, etc.)
- **Athletics** (various sports teams, honors, etc.)
- **Art, Music, Speech/Drama** (vocal, instrumental, debate teams, theater productions, etc.)
- **Community Involvement, Philanthropy** (church, Boys/Girls State, 4-H, FFA, choirs, youth work)
- **Other** (National Honor Society, scholarships, activities, awards, etc.)
- **Future Plans** (Anticipated field of study, major, career choice, college/university attending)

## PERSONAL REFERENCE

Ask a teacher, professor, counselor, administrator, Hy-Vee store director or supervisor to complete a personal reference regarding your skills and qualifications, including college potential, personal attributes, work ethic, general ability, and worthiness of a Hy-Vee Foundation scholarship.

Areas to consider:

- **Communication Skills** (ability to express verbally and in writing, ability to be assertive, listening skills)
- **Leadership Qualities** (organization skills, ability to motivate others, innovativeness, judgment, flexibility)
- **Responsibility and Maturity** (dependability, role modeling, consistency)
- **Personal Skills and Traits** (honesty, tolerance & appreciation of diversity, patience, sensitivity to others, level of commitment)

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## FREQUENTLY ASKED QUESTIONS

### **How many scholarships are available?**

There are 80 - \$1,000 scholarships available for the 2018-2019 school year to qualifying high school and college students.

### **Can I apply multiple years for the scholarship?**

Qualified students are eligible to apply every year.

### **How do I apply?**

Eligible candidates should submit an application and required supporting documents to Hy-Vee Foundation, 5820 Westown Pkwy, West Des Moines, IA 50266. All documents must be postmarked on or before February 8, 2019 in order to qualify.

### **What information do I need?**

- A typed application
- An official transcript
- A typed personal statement
- A typed resume
- A personal reference regarding your skills and qualifications
- High School students ONLY – ACT or SAT examination scores (if not included in official transcript)

*See program guidelines for details.*

### **Can materials be sent separately?**

Applications and all required supporting documents must be sent together to be considered for a scholarship.

### **Can I drop my application off in person?**

Applications must be sent via U.S. Mail and postmarked on or before February 8, 2019 in order to qualify.

### **When will the winners be announced?**

Scholarship winners will be announced following the confirmation from the Hy-Vee Foundation, which oversees the judge's selection process. Decisions will be announced via email during the month of May. A scholarship becomes confirmed upon proof of enrollment in college by the prospective recipient.

### **What costs will the award cover?**

Recipients may use scholarship funds to pay all normal college expenses including tuition, room and board, book purchases, and rentals. Refundable fees will not be paid. Maximum value of each full award is \$1,000, payable in a lump sum payment.

### **How will the scholarship be awarded?**

Scholarships will be sent directly to the college on August 1 to be credited to your account.

### **What college may I attend?**

- Winners may attend any baccalaureate degree-granting college in the United States.
- Winners may enroll at an accredited two-year college provided the course of study will lead to later granting of a baccalaureate degree.
- There are no restrictions as to the course of study selected by a scholarship winner except that the program must lead to a four-year degree.

### **Am I able to accept other scholarships?**

Hy-Vee Foundation Scholarship recipients are free to accept other scholarships, but must report any with financial awards to the Hy-Vee Foundation. Specifically this rule requires notification to the Hy-Vee Foundation of other scholarship awards providing tuition-free assistance.

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**HY-VEE FOUNDATION SCHOLARSHIP PROGRAM  
HIGH SCHOOL APPLICANT CHECKLIST**

- |   |   |
|---|---|
| <input type="checkbox"/> Typed application  | <input type="checkbox"/> Typed resume             |
| <input type="checkbox"/> Official transcript  | <input type="checkbox"/> Typed personal statement |
| <input type="checkbox"/> ACT or SAT scores (if not included on official transcript) | <input type="checkbox"/> Personal reference       |

Applicant is responsible for completing application and supporting documents entirely and accurately.  
**Return via U.S. Mail to Hy-Vee Foundation, 5820 Westown Pkwy, West Des Moines, IA 50266.**  
**Documents must be postmarked on or before February 8, 2019.**

**HY-VEE FOUNDATION SCHOLARSHIP PROGRAM  
COLLEGE APPLICANT CHECKLIST**

- |  |   |
|--|---|
| <input type="checkbox"/> Typed application   | <input type="checkbox"/> Typed personal statement |
| <input type="checkbox"/> Official transcript | <input type="checkbox"/> Personal reference       |
| <input type="checkbox"/> Typed resume        |   |

Applicant is responsible for completing application and supporting documents entirely and accurately.  
**Return via U.S. Mail to Hy-Vee Foundation, 5820 Westown Pkwy, West Des Moines, IA 50266.**  
**Documents must be postmarked on or before February 8, 2019.**



**HY-VEE FOUNDATION SCHOLARSHIP APPLICATION**

Please **type** to be considered for a Hy-Vee Foundation Scholarship.

**STATUS WHEN APPLYING:**

High School Senior    College Freshman    College Sophomore    College Junior

**PERSONAL PROFILE**

**Name:** \_\_\_\_\_  
Last                                      First                                      Middle

**Address:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
Street                                      (mm/dd/yyyy)

\_\_\_\_\_ **City**                                      **State**                                      **Zip Code**

**Contact Information:** \_\_\_\_\_ (    ) - \_\_\_\_\_  
E-mail Address                                      Phone Number

**HIGH SCHOOL SENIORS ONLY**

I authorize the release of school information necessary for application to the Hy-Vee Foundation.

\_\_\_\_\_ **Print Parent/Guardian Name**                                      \_\_\_\_\_ **Parent/Guardian Signature**

**HY-VEE PROFILE**

**Employee ID:** \_\_\_\_\_ **Date Employed:** \_\_\_\_\_  
(mm/dd/yyyy)

**Status:**  Full-Time    Part-Time   **Department:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_ **Work Address:** \_\_\_\_\_  
Name                                      Street

\_\_\_\_\_ **City**                                      **State**                                      **Zip Code**

List any other Hy-Vee (office, distribution, retail) or subsidiary locations in which you have worked.

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**HY-VEE FOUNDATION SCHOLARSHIP APPLICATION**

Please **type** to be considered for a Hy-Vee Foundation Scholarship.

**HIGH SCHOOL SENIORS ONLY**

*If your parent is working for Hy-Vee, complete the following section.*

**Name:** \_\_\_\_\_  
Last First Middle

**Employee ID:** \_\_\_\_\_ **Date Employed:** \_\_\_\_\_  
(mm/dd/yyyy)

**Status:**  Full-Time  Part-Time **Department:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_ **Work Address:** \_\_\_\_\_  
Name Street

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

**COLLEGE STUDENTS ONLY -- COLLEGE/UNIVERSITY INFORMATION**

**College Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street

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

**Current Year:**  Freshman 1st Semester  Freshman 2nd Semester  
 Sophomore 1st Semester  Sophomore 2nd Semester  
 Junior 1st Semester  Junior 2nd Semester

I authorize the release of school information necessary for application to the Hy-Vee Foundation.

\_\_\_\_\_  
College Student Name College Student Signature

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**PERSONAL REFERENCE FORM**

**Note:** A qualified reference includes a teacher, professor, counselor, administrator, Hy-Vee store director or supervisor.

Applicant's Name: \_\_\_\_\_

Please evaluate the above named student as to his or her qualities including college potential, personal attributes, work ethic, general ability, and worthiness of a Hy-Vee Foundation scholarship. The student's file will also contain a transcript, personal statement, resume, including accomplishments, activities, etc. We thank you for your assistance in our selection process. A separate sheet may be used. However, please sign, date, and attach this form.

Areas to consider in your comments:

- **Communication Skills** (ability to express verbally and in writing, ability to be assertive, listening skills)
- **Leadership Qualities** (organization skills, ability to motivate others, innovativeness, judgment, flexibility)
- **Responsibility and Maturity** (dependability, role modeling, consistency)
- **Personal Skills and Traits** (honesty, tolerance & appreciation of diversity, patience, sensitivity to others, level of commitment)
- **Additional Comments**

\_\_\_\_\_  
Relationship to Applicant

\_\_\_\_\_  
School or Work Location

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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