

## Make sure you...

- **Do not** send the application directly to the Scholarship Fund.
- **Send the completed application to your Local Union, System Federation or National Division.**
- **Do not** send any I.R.S. statements or W-2 forms. The Scholarship Fund will not accept these documents.
- **Do not** send a picture.

## QUESTIONS AND CORRESPONDENCE

Due to the large number of applicants for this program, applicants are encouraged to get help from their high school counselors to complete all the requirements.

If an applicant needs additional assistance, please contact the Scholarship Fund at this address:

**JAMES R. HOFFA MEMORIAL SCHOLARSHIP FUND**  
25 Louisiana Avenue, NW  
Washington, DC 20001  
Phone: (202) 624-8735  
E-Mail: [scholarship@teamster.org](mailto:scholarship@teamster.org)

## REGULATIONS GOVERNING USE OF SCHOLARSHIPS

Recipients must attend a U.S. college accredited by one of the six Regional Accrediting Commissions of Higher Education associated with the American Council on Education or a Canadian school which has membership in the Association of Universities and Colleges in Canada.

Furthermore, recipients must attend an accredited institution that charges tuition. A recipient may not utilize this scholarship while attending a tuition-free institution such as a military academy.

If the recipient is unable to attend college due to an illness certified by a physician, the scholarship will be held in abeyance for not more than one year. If schooling is interrupted by military service, scholarships will be held in abeyance for not more than two years, unless the military service is of such a nature as to warrant special consideration beyond that time. When returning from military service, the scholarship recipient must notify the Scholarship Fund and apply for readmission within 90 days and return to school within six months thereafter.

Winners of \$10k scholarships will be renewed on an annual basis. The recipient must maintain an academic average consistent with the scholarship requirements of the institution attended. The recipients must maintain a B average (3.00 on a 4.00 scale).

Each year an inquiry will be made of the Teamster Member Relation's status with their local union. **Suspension from Teamster membership for non-payment of dues or for any other reason will result in forfeiture of the scholarship.**

The scholarship fund was established as a non-profit, stand alone, charitable incorporated organization (501(c)3 identification #52-2206826) which will raise significant money from affiliates and outside sources to award Teamster dependents greater scholarship opportunities than have been possible in the past. Although children represent less than 25 percent of the population in our countries, they are 100 percent of our future!



**JAMES R. HOFFA** became a Teamster member in 1934 and served as General President for 14 years, and, in recognition of his tireless service to the Union and its members, was honored as General President Emeritus for life. At the November 1999 General Executive Board meeting, General Secretary-Treasurer C. Thomas Keegel presented a resolution to establish the new scholarship fund.



\*More winners at [www.teamster.org](http://www.teamster.org)



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25 Louisiana Avenue, NW  
Washington, D.C. 20001  
Phone: (202) 624-8735  
E-mail: [scholarship@teamster.org](mailto:scholarship@teamster.org)  
Web: [www.teamster.org](http://www.teamster.org)

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The  
**POWER**  
of Education



INTERNATIONAL BROTHERHOOD  
OF TEAMSTERS

THE JAMES R. HOFFA  
MEMORIAL SCHOLARSHIP FUND  
**2016-2017**  
ACADEMIC YEAR SCHOLARSHIPS

File Your Application TODAY!



For high school seniors who are children of Teamster members.

For more information, contact your local Teamsters Union office or visit [www.teamster.org](http://www.teamster.org)

Deadline: March 31, 2016



# THE JAMES R. HOFFA MEMORIAL SCHOLARSHIP FUND 2016-2017 SCHOLARSHIP GUIDE

## INTRODUCTION

This brochure describes the James R. Hoffa Memorial Scholarship Fund and outlines in detail eligibility requirements and application procedures.

Scholarship applicants compete in one of the five geographic regions where the Teamster Member Relation's Teamsters Union affiliate is located.

One category of awards totals \$10,000 each. These four-year scholarships are disbursed at the rate of \$2,500 per year and are renewable annually. Other awards are one-time \$1,000 grants. These scholarships are disbursed to the college or university at the beginning of the recipient's freshman year.

Eligibility requirements and application procedures are the same for all awards. Recipients are selected by an impartial committee of university admissions and financial aid directors based on academic achievement, SAT/ACT scores, character, potential and financial need. We consider all applicants without regard to race, religion, gender, disability, or any other legally protected status.

## GUIDELINES

The Scholarship Fund has established some guidelines to be used by students when deciding whether or not to apply to this program. Applicants should:

1. Rank in the top 15 percent of their high school class;
2. Have, or expect to have, excellent SAT or ACT scores; and
3. Demonstrate financial need.

*Due to the highly competitive nature of the program and the large number of applicants, students should carefully consider these criteria before submitting an application.*

## ELIGIBILITY REQUIREMENTS

### Students

1. Applicants to the current program must graduate from high school during the 2016-2017 academic year. Students participating in a concurrent enrollment program, where they are attending college courses prior to completion of their high school requirements, must apply the year before they begin full-time college course work. Canadian students may apply during junior or senior matriculation year, but not both.
2. The applicant must be a son, daughter or financially dependent grandchild of a Teamster member. Financially dependent grandchildren and other financial dependents (i.e., stepchildren and wards) of Teamster members are eligible if the member contributes in excess of 50% of the applicant's financial support and if the applicant is a financial dependent of the member for federal income tax purposes. Spouses are not eligible.

### Teamster Member Relation

1. In the application, the Teamster member whose child, financially dependent grandchild or other qualifying financial dependent is applying for the scholarship is referred to in the application form as "Teamster Member Relation."
2. The applicant's Teamster Member Relation must have been a member in "good standing" as defined in Article X, Section 5 of the International Constitution on the application deadline of March 31, 2016. In addition, the Teamster Member Relation must not have been a full-time elected officer or full-time employee of the International or Teamster affiliate during this period.
3. If the applicant's Teamster Member Relation is retired, he or she must be retired from a craft represented by his or her local union and must have been a member in good standing for 5 years prior to his or her retirement. In addition, the retired Teamster Member Relation must not have been a full-time elected officer or full-time employee of the International or Teamster affiliate during this period.
4. A seasonal employee eligible to vote pursuant to

Article XXII, Sec. 4 (c) of the International Constitution, shall also qualify as a Teamster Member Relation.

## APPLICATION PROCEDURE

Applications are available from all Teamster Local Unions and from the Scholarship Fund. In addition, applications can be downloaded from the Teamster website ([www.teamster.org](http://www.teamster.org)). **Applicants should complete the application and forward it to the Teamster Member Relation's Local Union, System Federation or National Division.** The Secretary-Treasurer will complete a section of the application and forward it to the Scholarship Fund. **The application must be received by the Scholarship Fund by March 31, 2016.** Any applications that have not been sent from a local union office will be returned to the applicant. It is advised that you check in with your Local Union affiliate to make sure that they have processed your application. If time or geographic constraints will not allow you to provide your materials to the Local Union in time, you may scan your materials and e-mail them to: [Scholarship@teamster.org](mailto:Scholarship@teamster.org).

## APPLICATION REQUIREMENTS

1. **The Academic Record:** This section is completed by the applicant's guidance counselor. Please attach an **official** copy of the student's high school transcript bearing the official school seal. **It must also contain the student's rank in his or her high school class. If the rank in class or decile percentage cannot be provided, then the student is required to submit the scores of the SAT II Tests.** Home schooled students must submit SAT II Test scores. Two of the SAT II Tests are to consist of Literature and Mathematics Level I or II. The third SAT II Test must be in either history or science.
2. **ACT or SAT Scores:** The applicant must submit the results from at least one of these two tests. In deciding which test to take, the applicant should consult the school he or she plans to attend. **The ACT or SAT Scores must be attached or included in the high school transcript.**

**Letters of Recommendation:** Canadian and Puerto Rican applicants must submit 3 Letters of Recommendation (2 academic and 1 personal) instead of SAT or ACT results.





# THE JAMES R. HOFFA MEMORIAL SCHOLARSHIP FUND

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## 2016 – 2017 Academic Year Scholarship Application

**Application due date: Thursday, March 31, 2016**

James R. Hoffa became a Teamsters Member in 1934, served as General President for 14 years, and, in recognition of his tireless service to the union, was honored as General President Emeritus for life. At the November 1999 General Executive Board meeting, then-General Secretary-Treasurer C. Thomas Keegel presented a resolution to establish the James R. Hoffa Memorial Scholarship Fund.

The James R. Hoffa Memorial Scholarship Fund awards scholarships annually to outstanding high school seniors. All applicants must comply with the following eligibility and application criteria.

### SCHOLARSHIP INFORMATION:

1. **DEADLINE** for receipt of scholarship applications is **Thursday, March 31, 2016**. **(NO EXCEPTIONS)**.
2. Type or print legibly. Illegible applications will be returned to you.
3. If you have any questions about the application, please call the JRHMSF Administrative Manager at (202) 624-8971 or by email at [scholarship@teamster.org](mailto:scholarship@teamster.org).
4. Please provide enough time for your Local Union, System Federation or BLET National Division to receive and complete the attached membership verification form. If the above institutions are unable to verify membership then please send your application straight to the Scholarship Office and we will provide membership verification.

The James R. Hoffa Memorial Scholarship awards scholarships on the basis of a comprehensive process. Areas that are reviewed by the Scholarship Committee include, but are not limited to the following: Academic Accomplishments, Community Service, Letters of Recommendation (if a Canadian or Puerto Rican applicant), and Financial Need. The scholarship awards are paid directly to the schools. Scholarship winners are awarded either a \$10,000.00 award split up over four years at \$1,250.00 per semester, or a one-time \$1,000.00 award. Winners of the \$10,000.00 award will have their scholarship renewed each year, pursuant to the Scholarship Renewal guidelines, and must maintain a GPA of 3.0 (B average) or higher.

### SAT & ACT Codes

1. SAT – 0518
2. ACT - 0670

### ELIGIBILITY REQUIREMENTS

1. Be the son, daughter or financial dependent (this does **not** include spouses) of a Teamster member (hereafter also referred to as “Teamster Member Relation”) who qualifies (or in the case of retirees, has qualified)\* as a member in “continuous good standing” in the Teamsters Union as defined in Article X, Section 5 of the International Constitution;
2. Be in his/her last year of high school and may not apply if he/she has already graduated from high school;
3. **Be in the top 15% of his/her high school class;**
4. Plan to submit excellent SAT or ACT scores for evaluation (U.S. only);
5. Plan to attend an accredited four-year college or university within the United States or Canada, as a full-time student. **Those who plan to attend non- academic or certificate programs or community college may not apply.**

*\*To qualify as a retired Teamster Member Relation, the Member Relation must demonstrate that he/she was retired from a craft represented by his or her Local Union and was a member in “good standing” as per Article X, Section 5 of the International Constitution for 5 years prior to his/her retirement.*

*\* A seasonal employee eligible to vote pursuant to Article XXII, Sec. 4(c) of the International Constitution, shall also qualify as a Teamster Member Relation.*

## Application Process

### SCHOLARSHIP APPLICANTS MUST PROVIDE:

- Completed application form.
- Official high school transcript in a sealed envelope from the institution.
- Demonstrated financial need.
- Homeschool applicants MUST take the SAT II for eligibility.
- **Canadian and Puerto Rican applicants ONLY must** also provide three letters of recommendation in lieu of SAT/ACT scores. Two academic letters (from a teacher, principal, etc), and one personal letter (from an employer or neighbor, NOT a family member or yourself). If you are not a Canadian or Puerto Rican applicant and you submit letters of recommendation, those letters will not be considered.
- SAT II test scores are required for all applicants if the applicant's class rank is not available.

### SCHOLARSHIP AWARDS

- Finalist notification will be given by June 2016 via email.
- Winner notification for \$1,000.00 "Bootstrap" winners will be notified via email and \$10,000.00 winners will be notified via email and mail by July 2016. It is VERY important that you provide an email address that you check frequently. In addition, please ensure that "@teamster.org" emails are placed on your non-spam/junk list.
- Awards will be disbursed to the schools by August 2016.
- Winners must be ready to provide their **student ID, the correct mailing address of their institution and the department where their scholarship check is to be received**, upon notification of award.

**Deadline** for the application is Thursday, **March 31, 2016**. Applications must be received by this date or will not be considered.

Please email the application as one PDF to [scholarship@teamster.org](mailto:scholarship@teamster.org) OR it can be faxed to (202) 624-7457, or mailed to the following address:

**James R. Hoffa Memorial Scholarship Fund  
25 Louisiana Ave NW  
Washington, DC 20001**

# APPLICATION

Must be filled out by Applicant and Teamster Member Relation.

**Name:**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

**\*\*Required\*\***

Social Security Number (United States) \_\_\_\_\_

**OR** Social Insurance Number (Canadian) \_\_\_\_\_

**Address:**

Street \_\_\_\_\_

City, State, Zip or Postal Code \_\_\_\_\_

**Contact Information:**

Home Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

E-Mail Address (**IMPORTANT**) \_\_\_\_\_

**Sex:**

- Male  
 Female

**Date of Birth:** \_\_\_\_\_  
mm/dd/yyyy

**High School**

\_\_\_\_\_  
Name and Address

Expected Date of High School Graduation \_\_\_\_\_ 2016  
month

**Canadian Students:**

In 2016, I will complete \_\_\_\_\_ Junior Matriculation

\_\_\_\_\_ Senior Matriculation

**Name(s) of the Accredited College(s) Applied to or Plan to Attend:**

1.

\_\_\_\_\_

Name

\_\_\_\_\_

City and State

2.

\_\_\_\_\_

Name

\_\_\_\_\_

City and State

**Teamster Affiliation (If any of this information is incorrect this will delay your application process):**

- IBT
- BMWED
- BLET
- GCC
- TCRC

Local Union/Division # \_\_\_\_\_

Local Union Address \_\_\_\_\_

**Please check box if you are a seasonal employee:**

- Seasonal Employee

Full Name of Teamster Member Relation (NOT Self) \_\_\_\_\_

Teamster Member Employer Name \_\_\_\_\_

Employment Address \_\_\_\_\_

Occupation \_\_\_\_\_

Teamster Member Relation's Social Security/Insurance Number OR Ledger \_\_\_\_\_

Teamster Member Relationship to Applicant (NOT Self) \_\_\_\_\_

## ESTIMATED FINANCIAL NEED

**\*If you are not sure of your financial need yet, please provide a brief explanation explaining your situation.**

<b>Total Anticipated Amount of Need for One (1) School Year (tuition, room and board, transportation, and books)</b>	\$ _____
<b>Financial Aid or Scholarships Received or Applied for:</b>	
Source: _____	\$ _____
Source: _____	\$ _____
Source: _____	\$ _____
<b>Additional Funds:</b>	
Parental Assistance	\$ _____
Employment	\$ _____
Gifts	\$ _____
<b>Net Amount Needed (subtract all funding from total anticipated amount)</b>	\$ _____

Please provide any additional information that you believe would be helpful to the Scholarship Committee in assessing your personal or financial need:

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### STATEMENT OF ACCURACY

I hereby affirm that all the above stated information provided by me to the James R. Hoffa Memorial Scholarship Fund Committee is true, correct and without forgery. Incorrect information provided may result in disqualification of the application and even subsequent rescission of a scholarship award, if applicable.

Signature of scholarship applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Teamster Member Relation: \_\_\_\_\_ Date: \_\_\_\_\_

**The deadline for this application to be received by James R. Hoffa Memorial Scholarship Fund is Thursday, March 31, 2016. No exceptions!**

# ACTIVITY SHEET

Please list the following information on a separate sheet if needed.

**SCHOOL EXTRA-CURRICULAR ACTIVITIES:** Please list school extra-curricular activities in which you have participated, beginning in high school. Note leadership roles and dates.

**COMMUNITY SERVICE/VOLUNTEER ACTIVITIES:** Please list community service or volunteer activities that you have been active in, beginning in high school. Note leadership roles and dates.

**WORK EXPERIENCE:** Please list any work experience you have, beginning in high school. Note leadership roles and dates.

**HONORS, ACHIEVEMENTS AND DISTINCTIONS:** Please list any honors, achievements and distinctions you have received, beginning in high school. Note dates.



# CHECKLIST

\*Please review and check off all boxes to ensure that you have completed this application.

- Completed entire application including Social Security/Insurance number
- Completed the Activity Sheet
- Completed the Financial Need
- Attached Official Transcript OR has noted that an Official Transcript will be sent separately
- Attached Official SAT/ACT/SAT II Scores OR has noted that they will be sent separately. ALSO, if your official scores are on your official transcript, you have noted this on the application
- FOR CANADIAN AND PUERTO RICAN APPLICANTS** – Attached three letters of recommendations, pursuant to the requirements for types of recommendation letters
- Completed the Membership Verification form by providing the form to the Local Union, System Federation or BLET National Division.
- Signed “Statement of Accuracy” by both Applicant AND Teamster member relation.



# THE JAMES R. HOFFA MEMORIAL SCHOLARSHIP FUND

## ACADEMIC RECORD

**Must be completed by the Applicant's high school official**– Please note that if your school does not have rank or GPA, then please provide an explanation and provide any information that you would provide to the college to which the student is applying.

### Applicant's Name:

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

### High School Information:

Name of Secondary School \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

**NOTE:** Please check the box if homeschooled:

Homeschool

### Class Rank (If information is left blank WITHOUT an explanation, then student's application will not be processed):

a. Please indicate the student's exact or approximate rank in class.

Student ranks exactly/approximately \_\_\_\_\_ in a class of \_\_\_\_\_ students at the end of \_\_\_\_\_.  
mm/yyyy

b. If exact rank is not available, please provide:

Class size \_\_\_\_\_ Decile/Percentile \_\_\_\_\_

c. Indicate if student has taken SAT II in lieu of class rank:

SAT II (Scores Attached)

### Grade Point Average (If the school does not provide GPA please provide a general estimate or explanation):

Please indicate the student's **un-weighted grade average** in the spaces below. **(MUST be on 4.0 scale).**

Student has the **un-weighted** GPA of \_\_\_\_\_ at the end of \_\_\_\_\_.  
mm/yyyy

### Honors, Advanced Placement (AP), or other Advanced Classes

Please indicate if you are taking advanced courses:

- Honors
- Advanced Placement (AP)
- Other Advanced Classes

### High School Transcript

Please attach an **official** transcript bearing the school's seal or principal's signature to this application. Please note that the transcript is to be cumulative of the applicant's grades over the course of high school.

### Test Scores

#### A. SAT Scores:

Critical Reading \_\_\_\_\_ Math \_\_\_\_\_ Writing \_\_\_\_\_ Total \_\_\_\_\_ Test Date \_\_\_\_\_  
mm/yyyy

Critical Reading \_\_\_\_\_ Math \_\_\_\_\_ Writing \_\_\_\_\_ Total \_\_\_\_\_ Test Date \_\_\_\_\_  
mm/yyyy

Critical Reading \_\_\_\_\_ Math \_\_\_\_\_ Writing \_\_\_\_\_ Total \_\_\_\_\_ Test Date \_\_\_\_\_  
mm/yyyy

#### B. ACT Scores:

English \_\_\_\_\_ Math \_\_\_\_\_ Reading \_\_\_\_\_ Science \_\_\_\_\_ Composite \_\_\_\_\_ Test Date \_\_\_\_\_  
mm/yyyy

English \_\_\_\_\_ Math \_\_\_\_\_ Reading \_\_\_\_\_ Science \_\_\_\_\_ Composite \_\_\_\_\_ Test Date \_\_\_\_\_  
mm/yyyy

#### C. SAT II Test Scores (Required ONLY if Class Rank is not available or applicant is homeschooled)

Math Level 1 \_\_\_\_\_ Math Level 2 \_\_\_\_\_ English \_\_\_\_\_ Biology \_\_\_\_\_ Chemistry \_\_\_\_\_ Physics \_\_\_\_\_

U.S. History \_\_\_\_\_ World History \_\_\_\_\_

### High School Checklist:

- I have enclosed an official copy of the student's test scores and verify that the above information is correct.
- The applicant has requested that the testing agency forward a copy of his/her test scores.

NAME OF OFFICIAL (PRINT) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE OF OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

**The following section must be completed by your Teamster Member Relation's Local Union.  
This application will not be processed without the attached membership verification.**

**LU/Lodge/Div. #:** \_\_\_\_\_

**SECRETARY-TREASURER'S MEMBERSHIP VERIFICATION**

1. I hereby certify that the above-named Teamster member Relation has **not** been a full-time elected officer of this Local Union, Division, or Lodge and has been (check the appropriate box below):

- A member in "good standing" as defined in article X, section 5 of the International constitution.
- Retired from a craft represented by his or her Local Union and was a member in "continuous good standing" as defined in Article X, Section 5 of the International constitution for 5 years prior to his/her retirement.
- A seasonal employee eligible to vote pursuant to Article XXII, Sec. 4 (c) of the International constitution.

2. I verify that the applicant is the son, daughter or financial dependent of the above-named Teamster Member Relation.

- Yes
- No

3. Signature of Secretary-Treasurer

**\*\*BMWED members must send to the System Federation Secretary-Treasurer for signature**

**\*\*BLET members must send to the National Secretary-Treasurer for signature**

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Signature

Print Name

Date

**Applications not received by the application deadline of  
March 31, 2016, will not be processed by the Scholarship Fund.**

It is advised that you check in with your Local Union affiliate to make sure that they have processed your application. If time or geographic constraints will not allow you to provide your materials to the Local Union in time you may scan your materials and e-mail them to: [scholarship@teamster.org](mailto:scholarship@teamster.org), or fax to (202) 624-7457.

The Scholarship Fund was established as a non-profit, stand alone, charitable incorporated organization (501(c)(3) identification #52-2206826), which will raise significant money from affiliates and outside sources to award Teamster dependents higher scholarships than have been possible in the past. Although children represent less than 25 percent of the population in our countries, they are 100 percent our future!

Scholarship recipients are selected on the basis of scholastic achievement, aptitude, personal qualifications and financial need by the Scholarship Selection Committee. We consider all applicants without regard to race, religion, gender, disability or any other legally protected status. Due to the number of applicants to this program and because the program is extremely competitive, only those students who exemplify academic excellence should apply.