

The Founders' Scholarship

The Founder's Scholarship was established to assist employees with financial aid for higher education, to encourage the pursuit of higher education, and to contribute indirectly to the support of educational institutions.

The Founder's Scholarship Program accepts applications annually from January 1st through March 31st. The Foundation is committed to awarding ten (10) \$2,500 scholarships each year to qualified employees or children of employees of HPV and subsidiaries. The program supports a wide range of educational options, including vocational and technical training, and associate and bachelor's degrees at an accredited school.

Scholarship Amounts

- 10 Scholarships at \$2500 each
- If there is money left in the account after scholarships have been awarded, the money will be added to the next year's amount which will allow more scholarships in the amount of \$2500 to be awarded.

Scholarship Eligibility Criteria

Eligible recipients must meet all of the following criteria:

- Must be a U.S. Citizen or Permanent Legal Resident of the United States.
- Must be an employee or a dependent child of employee who is under the age of 24. Employee must have completed at least one year of continuous, uninterrupted employment as of January 1st of the year in which the scholarship will be awarded. Employee must have worked an average of 30 hours a week during that year to apply, or for their qualified dependent to apply.
- Applicant must have graduated high school, obtained a GED or be a graduating high school senior who intends to enroll in an accredited college or university within the next six months after scholarship is awarded.

Application Process

- Application may be requested from manager, downloaded from www.pjhouston.com or from the main office.
- Application must be submitted to the review committee via US mail to office:
Attention: Review Committee @ 13131 Champions Drive, Suite 110, Houston, TX 77069.
- Entire application must be filled out for consideration.
- A one page essay must be presented with application explaining why you feel you deserve the scholarship and how the scholarship will help you.
- At least one letter of recommendation.

Important Dates

- New committee members are selected by August 1st for the upcoming year applicant review.
- The Founder's Scholarship fliers and posters should be created and printed by November 1st. Review of information must be approved by marketing department within office.
- Scholarship information and marketing tools put on website and sent out to stores: Mid November
- Scholarship information is placed in pay checks: First and/or last paycheck in December
- Open Applications: January 1st

- Application Deadline: March 31st
- Applications sent to committee for review: by April 5th
- Committee meeting to review and make decision: by April 25th
- Scholarship Announced: first Monday in May
- Scholarship Awarded by Keith Sullins at school assembly or presented directly to recipient if recipient has already graduated.
- Scholarship dollars sent to intended school: Mid-August. Tuition bill should be sent to Accounts Payable department once tuition bill is received by selection committee, a check will be issued and sent to the college/university.

Scholarship Selection and Announcement

- The Founder's Scholarship provides a selection committee of 4 individuals, which are independent of HPV to ensure the impartial and confidential evaluation of applicants. Committee members can be spouses of employees, community leaders, or other impartial individuals not employed or on board of HPV and its subsidiaries.
- Committee members serve for a maximum of two years. Members will be rotated off having two new members each year.
- Committee members will be picked by the current committee and exiting members during the summer before the new application process begins for that upcoming year.
- Committee members can not apply or have dependents apply for scholarship.
- Applications will be looked over and selection will be made based on leadership skills, achievements, academic excellence, need, recommendations and essay. Final notification will be sent out via mail and announced companywide through local store. Award will also be given at graduation ceremony or other ceremony where school announces scholarship recipients.

Scholars Responsibility

- Scholars are required to enroll and provide proof of enrollment to The Founder's Scholarship within 6 months of the date they are notified of the award to remain eligible.
- Bill from intended school should be sent to HPV with attention to Founder's Scholarship or emailed to the email address on the scholarship form with Founders Scholarship in the subject line.
- Scholars will receive email when the awarded check is mailed to the institution.