



# *National Postal Mail Handlers Union-Local 305*

4907 Fitzhugh Avenue, Suite 100  
Richmond, VA 23230-3533

*Felandria A. Jackson, President*

*LaFon Robinson, Treasurer*

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## **NPMHU LOCAL 305 SCHOLARSHIP PROGRAM FOR 2025 SCHOOL YEAR**

The National Postal Mail Handler Union Local 305 is pleased to offer the opportunity for Dependents of regular craft members to apply for scholarship assistance from the NPMHU LOCAL 305 Scholarship Program. Specific eligibility requirements for the program are detailed below.

This scholarship has been aiding deserving recipients since 1988.

### **SCHOLARSHIP ELIGIBILITY AND APPLICATION INSTRUCTIONS**

**The purpose of the National Postal Mail Handlers Union Local 305 Scholarship Program is to provide educational opportunities for Eligible Dependents of Union Members by providing financial assistance to those who meet the conditions of eligibility and who are selected pursuant to Article III.C of Local 305's Voluntary Employee Benefit Association trust fund.**

### **ELIGIBILITY**

1. Article III, Section: Benefit Eligibility- To qualify as a participant in this Plan a person must be an Eligible Dependent of a Member; must have received a high school degree or is equivalent within the proceeding four years; and must be entering a public or private institution of higher learning for the first time in the Plan Year for which he/she applies for the Scholarship Plan Benefits.
2. Members must be current in the payment of his/her Union dues for two years immediately prior to April 12, 2025.
3. Applicants must follow and complete the Application Procedure set forth below.
4. To ensure that their college or other post-secondary institution receives the Scholarship funds awarded, each successful applicant will be required to provide the Scholarship Committee with written verification that he/she has been accepted by an accredited institution of higher learning, including a two- or a four-year college, vocational institution, trade or technical school, or other institute of higher learning. (*Students pursuing graduate degrees are not eligible to receive this scholarship*). This written verification is not needed until after the scholarship is awarded.

## **APPLICATION PROCEDURE**

Applicants must submit complete applications and related materials listed below to the Scholarship Committee **on or before July 7, 2025, by the Close of Day at 5:00 pm to 4907 Fitzhugh Avenue, Suite 100, Richmond, VA 23230**. The application will not be considered complete, and will not be reviewed, until all the information has been received. If application is not complete, by the deadline, the applicant will not be included in the application pool. All materials should be sent to: Scholarship Committee, National Postal Mail Handlers Union Local 305, 4907 Fitzhugh Avenue, Suite 100, Richmond VA 23230.

## **ADDITIONAL SCHOLARSHIP APPLICATION INFORMATION**

When submitting your **completed** application, please include your written essay and completed application form, two letters of reference, proof of dependency, and high school transcript. Applications must include all the above listed items by the deadline to be considered by the scholarship committee. Information on the status of an application cannot be provided at any time during the consideration process. All applicants will be notified when the scholarship winners are announced between July 22-July 29, 2025.

## **CALENDAR**

◆ Scholarship application period	May 1-July 7, 2025
◆ Scholarship application deadline	July 7, 2025 ( <b>received by COB; 5:00 PM</b> )
◆ Scholarship judging period	July 7-July 21, 2025
◆ Scholarship notification period	July 22-July 29, 2025

## **CHECKLIST**

- ⇒ Complete scholarship application
- ⇒ Complete Essay (Written essay of no more than 500 words describing the applicant's life experiences, extracurricular activities, work history and aspiration.
- ⇒ Complete letters of reference
- ⇒ 2021 signed tax form or other current proof of dependency
- ⇒ Review and sign application
- ⇒ Official high school transcript (including standardize test scores)

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## **BIOLOGICAL QUESTIONNAIRE**

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

ADDRESS: \_\_\_\_\_  
(STREET) (APT) (CITY) (STATE) (ZIP)

APPLICANT'S PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ APPLICANT'S SOCIAL SEC # (LAST 4): \_\_\_\_\_

NAME OF NPMHU 305 MEMBER RELATED TO APPLICANT: \_\_\_\_\_

LOCAL 305 MEMBER EMPLOYMENT IDENTIFICATION #: \_\_\_\_\_

POSTAL FACILITY WHERE MEMBER WORK: \_\_\_\_\_

WHAT'S THE RELATIONSHIP TO THE LOCAL 305 MEMBER (CIRCLE ONE):  
SON/DAUGHTER

OTHER (PLEASE EXPLAIN): \_\_\_\_\_

List all High Schools, Colleges and Universities attended.

SCHOOLS	NAME OF INSTITUTION	LOCATION	DATES OF ATTENDANCE	DEGREE AWARDED	DATE DEGREE AWARDED OR EXPECTED
Secondary or High School					
College or Universities					

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Please list your most recent full-time or part-time employment and/or military services or internships, if any.

FROM	TO	NAME AND ADDRESS OF EMPLOYER	REASON FOR LEAVING	HOURS WORKED PER WEEK

List any school honors you have received (prizes, scholarship awards, membership in honor societies, etc.) and any school clubs, sports, volunteer work, or other extracurricular school activities that you participated in, and would like the Scholarship Committee to consider (applicants are encouraged to attach additional pages to document these various honors and activities). Please attach a separate page if necessary.


Name of High School Principal: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Guidance Counselor: \_\_\_\_\_ Phone: \_\_\_\_\_

I certify that the statements made in this application for the National Postal Mail Handlers Union Scholarship are complete and accurate. I will promptly inform the Scholarship Committee in writing, if there is any change in any of the facts indicated herein. I understand that providing false, misleading or incomplete information will result in the immediate revocation of any offer of a scholarship.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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Parent/ Guardian (Member): Must be current in the payment of dues (2) two years immediately prior to the application period of April 12, 2025. Enclosed a copy of your 2024 signed tax form or any other current legal document verifying that the student for which you are applying is currently your dependent. **(Must be received by July 7, 2025, CLOSE OF BUSINESS deadline).**

Parent/Guardian Name: \_\_\_\_\_  
LAST FIRST M.I EIN:

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