



# MAMORU AND AIKO TAKITANI FOUNDATION, INC.

P.O. Box 10687 • Honolulu, Hawaii 96816-0687 • (808) 228-0209 • info@takitanifoundation.org

## 2016 GENERAL INFORMATION AND PROCEDURES

### **School Eligibility Requirements and Scholarship Awards**

All WASC accredited public high schools and independent schools accredited by both WASC and HAIS are invited to nominate one of its high school seniors for a Mamoru and Aiko Takitani Foundation scholarship award. Students nominated by eligible schools with at least 100 students currently enrolled in grades 9-12 will qualify for a \$1,000 scholarship award.

Accredited schools with less than 100 students enrolled in grades 9-12 may also nominate a student with the understanding that their candidate will be grouped together with students from schools of similar enrollment size and considered for one of two \$1,000 scholarships.

At this time, only schools with a physical campus and daily, face-to-face interaction between its faculty and students are eligible to nominate a scholarship candidate.

All \$1,000 scholarship winners are eligible for additional scholarships of up to \$10,000.

### **ELIGIBILITY GUIDELINES FOR SELECTION OF SCHOLARSHIP RECIPIENTS**

#### **Candidates must:**

1. Be a high school senior at an accredited public, private, or parochial high school in the State of Hawaii.
2. Have a strong record of scholastic achievement and potential (GPA, SAT/ACT scores).
3. Participate actively in co-curricular and extra-curricular activities.
4. Participate actively in community service endeavors.
5. Be an active candidate for undergraduate acceptance into an accredited/licensed business school, technical school, community college or four-year college (there are no restrictions on the location of the school or field of study).
6. Demonstrate the need for financial assistance.

#### **Scholarship recipients must:**

1. Have evidence of satisfactory graduation from their respective high schools.
2. Attend an accredited college, university or vocational school beginning in the Fall of 2016.

## RECOMMENDED SCHOLARSHIP TIMELINE

- Mon. Nov. 16, 2015** Foundation makes scholarship information and application forms available on its website, [www.takitanifoundation.org](http://www.takitanifoundation.org), and forwards electronic files of all application materials to the Department of Education (DOE), Hawaii Association of Independent Schools (HAIS), and Hawaii Catholic Schools (HCS) administrative offices for electronic distribution to eligible schools.
- Nov. 2015 - Jan. 2016** School counselors announce scholarship information and provide application links to all interested students. The application can be found at [www.takitanifoundation.org](http://www.takitanifoundation.org). Counselors may create hard copies of the application for students who do not have access to the electronic file.
- Mon. Feb. 1, 2016** All completed scholarship applications and recommendations are due to High School Senior Advisors/College Counselors. ***We respectfully request that you accept completed applications from all interested students.***
- Tues. Feb. 2, 2016**  
(Recommended deadline) Schools assemble their selection committees for the selection process. Please see the guidelines below for the selection of committee members found in the *Procedures for School Officials*.
- Thurs. Feb. 11, 2016** Application deadline for all completed application materials in written form to be received by the Foundation (this is not a postmark deadline). Incomplete application materials or application materials received after February 11, 2016 will not be considered. Mail all application materials to the Mamoru and Aiko Takitani Foundation, Inc., P.O. Box 10687, Honolulu, Hawaii, 96816-0687.
- April / May, 2016** All \$1,000 scholarship recipients will be notified by mid-April, 2016. All scholarship awards will be announced in May, 2016.

## PROCEDURES FOR SCHOOL OFFICIALS

1. Publicize information to all interested seniors from November to January of the school year through bulletins, newsletters, homeroom announcements, flyers or by other means. The application is available for students to download on our website, [www.takitanifoundation.org](http://www.takitanifoundation.org). You may also download and print copies of the application for students who do not have access to the electronic form. *We respectfully request that you accept completed applications from all interested students.*
2. Convene a selection committee of no less than three (3) committee members by **Tuesday, February 2, 2016** (recommended deadline). The committee may include teachers, counselors, school administrators, and community representatives. *Members of any selection committee established on behalf of the Takitani Foundation may not be related to any Takitani scholarship applicant or any member of the Takitani Foundation, nor may they be employees of, or hold an executive position or directorship at Hawaiian Host, Inc.*

3. Follow suggested criteria, guidelines and deadlines to select a recipient for a \$1,000 scholarship award. Counselors may obtain a copy of suggested selection guidelines by emailing the Foundation at [info@takitani.org](mailto:info@takitani.org) from their official school address.
4. Complete and print the “Principal/Headmaster Verification of School Recipient” form and send your recipient’s application materials to the Mamoru and Aiko Takitani Foundation, Inc., P.O. Box 10687, Honolulu, Hawaii, 96816-0687 *as soon as your deliberations are complete*. The recipient’s complete application and all required documentation must accompany the verification form. Only applications ***received*** by the Foundation by **Thursday, February 11, 2016** will be considered.

**Please refer to the Counselor Check List on our website for a list of required documents.**

Upon receipt of the completed application materials, the Foundation’s scholarship committee will review the qualifications of each \$1,000 recipient and select the corresponding number of finalists for an additional \$2,000 award.

The Scholarship Committee will then award 3 of its finalists its highest scholarship awards:

\$10,000 (total award amount)	The Mamoru Takitani Distinguished Student Award
\$10,000 (total award amount)	The Aiko Takitani Distinguished Student Award
\$ 5,000 (total award amount)	The Karen Uno Outstanding Student Award

All inquiries may be directed to the Foundation through email at [info@takitanifoundation.org](mailto:info@takitanifoundation.org), or by telephone at (808) 228-0209.

Please ensure that all selection procedures are followed, that applications are complete and that the Foundation **receives** all application materials, including the required Principal/Headmaster’s Verification form, no later than:

**Thursday, February 11, 2016**

**(Please note: this is not a postmark deadline)**

*Late or incomplete applications will not be considered.*

We share a deep and abiding interest in the education of our students and are pleased to provide some small measure of support in their desire to further their education. Your support of our program makes these scholarships possible and is sincerely appreciated.

Thank you,

The Scholarship Committee  
MAMORU AND AIKO TAKITANI FOUNDATION, INC.