



MAMORU AND AIKO TAKITANI FOUNDATION, INC.

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THE 2016 MAMORU AND AIKO TAKITANI FOUNDATION SCHOLARSHIP PROGRAM

INFORMATION FOR SENIOR CLASS ADVISORS AND COLLEGE COUNSELORS

**Applications must be received by Thursday, February 11, 2016
(not a postmark deadline)**

Dear Senior Class Advisor/College Counselor:

The Mamoru and Aiko Takitani Foundation, Inc., is pleased to announce that materials for the 2016 Mamoru and Aiko Takitani Foundation Scholarship program are now available for interested students. Scholarship information and an electronic application, which may be downloaded, completed and printed, can be found on this website. An electronic application packet containing files for the 2016 Scholarship Program for school officials will also be sent by respective DOE/HAIS/HCS offices to your principal or headmaster for distribution to you. Kindly make this scholarship information available to all seniors through posted announcements, bulletins, newsletters or by other means. You may print and distribute copies of the application for students who do not have access to the electronic application.

Please follow the instructions for selecting a candidate from your school as outlined in the *General Information and Procedures* on this website and refer to the *Counselor's Checklist* for a list of all documents required from school officials that must accompany your student's application materials. Recommendations from school faculty and community members should be sent directly to your office and added to student application materials. The deadline for students to submit completed applications and related materials to you is **Monday, February 1, 2016**. We respectfully request that you accept applications from all interested students for your Selection Committee to review.

The required *Principal/Headmaster Verification Form* can **ONLY** be obtained by a counselor or principal. Please email the Foundation at info@takitanifoundation.org from your official school email address to request a form. *Please do not duplicate this document*. Each school must request its own verification form.

After your committee has selected your candidate, mail a printed copy of your student's application and all required documentation to the Mamoru and Aiko Takitani Foundation, Inc., P.O. Box 10687, Honolulu, Hawaii 96816-0687 as soon as you have selected a scholarship candidate. Application materials **must be received** at the Foundation by **Thursday, February 11, 2016** (*please note that this is **NOT** a postmark deadline*).

As late or incomplete submissions from schools disqualify students from scholarship consideration, we thank you for observing all application procedures and deadlines to ensure that scholarships for deserving students are not jeopardized. We are delighted to provide this scholarship opportunity and sincerely thank you for your steadfast participation and support.

The Scholarship Committee
MAMORU AND AIKO TAKITANI FOUNDATION, INC.