



# GENERAL INFORMATION

## 2024 MGA Foundation Scholarship Program

### January 15 - March 15, 2024

### Purpose

The Minnesota Grocers Association Foundation has established a scholarship program to achieve a number of highly desirable objectives. First, it recognizes and aids deserving students who are related to Minnesota's food industry by virtue of their parents' employment or their own part-time employment by companies which are members of the Minnesota Grocers Association (MGA). Second, it helps deserving students with some college expenses. Third, it indirectly aids the colleges attended by the recipients, and fourth, it improves the morale of the employees of companies which are members of the MGA.

### Awards & Applications

The Minnesota Grocers Association Foundation will **award twenty five \$2,000 scholarships for 2024**. To apply, students should go to <https://aim.applyists.net/MGAF> to create an account. **They do not need a program key to apply**; however, if they are prompted for one it is **MGAF**. Students should only create one account as the MGAF is charged for every account created and the administrative charges subtract from our scholarship fund.

Students will only be able to upload documents electronically. If this poses a problem, have students contact ISTS (see packet for contact information). **The online application will be open from January 15 – March 15, 2024**. All components of the application (including transcript submission) must be **completed by the March 15 deadline** for consideration.

### Materials Included

You will find the following items included to help you inform your employees and promote the program. **Please copy & distribute to all your employees.**

- 8 ½ x 11 Flyer
- **MGAF Application Guide** – list of all the information needed to fill out the online application
- **MGAF Frequently Asked Questions (FAQ's)**
- **MGAF Full-Size Poster** – to hang in your break room or another central location

### Program Administration

To assure complete impartiality in the selection of winners and to maintain a high level of professionalism in dealing with students, parents, high schools, and the colleges, the Minnesota Grocers Association Foundation Scholarship Program is administered by *International Scholarship and Tuition Services, Inc. (ISTS)*, a firm that specializes in the administration of sponsored scholarship programs.

**Shelby Toll** is here to help with any of your questions.

[stoll@mngrocers.com](mailto:stoll@mngrocers.com) • 651-228-0973 • 1360 Energy Park Dr., Ste. 110 • St. Paul, MN 55108



# MGA FOUNDATION

## 2024 Scholarship Program

### THE MGA FOUNDATION

The Minnesota Grocers Association Foundation (MGAF) was established in 1992 to offer educational opportunities to the food industry of Minnesota, provide scholarships to employees of member companies or their children, support community efforts and initiatives through grants, and present important industry information to the general public. **The MGAF has supported many notable programs and has awarded over one million dollars in scholarships.**

The Minnesota Grocers Association Foundation has established a scholarship program to achieve a number of highly desirable objectives. First, it recognizes and aids deserving students who are related to Minnesota's food industry by virtue of their parents' employment or their own part-time employment by companies which are members of the Minnesota Grocers Association (MGA). Second, it helps deserving students with some college expenses. Third, it indirectly aids the colleges attended by the recipients, and fourth, it improves the morale of the employees of companies which are members of the MGA.

**The Minnesota Grocers Association Foundation will award twenty five \$2,000 scholarships this year.** This exclusive MGA member benefit is an outstanding opportunity for the employees of MGA member companies! **Program runs January 15 - March 15, 2024.**

### PROGRAM ADMINISTRATION

To assure complete impartiality in the selection of winners and to maintain a high level of professionalism in dealing with students, parents, high schools, and the colleges, the MGAF Scholarship Program is administered by International Scholarship and Tuition Services, Inc. (ISTS), a firm that specializes in the administration of sponsored scholarship programs.

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# APPLICATION GUIDE

## 2024 MGA Foundation Scholarship Program

January 15 - March 15, 2024

To complete the application, you will be asked to provide the information listed below. This guide can assist you in gathering all the information beforehand; however, you will be able to save your data and log in and out of the application as many times as needed before actually submitting it. Go to <https://aim.applyists.net/MGAF> between January 15 - March 15, 2024 to access the application.

### Applicant

First and last name

Mailing address

Phone number

Date of birth

### Eligibility

In this section, the phrase “eligible employee” may refer to the student or the parent, depending on who is employed by the MGA member company (See FAQ or outline for eligibility requirements).

- Eligible employee name
- Eligible employee social security number (last four digits)
- Employer company name
- Eligible Piggyback employer name\*
- Eligible employee business address
- Eligible employee business phone number
- Eligible employee business email
- Eligible employee job title
- Eligible employee work status
- Eligible employee hire date (mm/dd/yyyy)
- \*\*“Eligible Piggyback employer name” refers to companies offering additional “Piggyback” scholarships

### Academic

- High school city & state
- High school name
- High school graduation date (mm/dd/yyyy)

- High school GPA
- High school class rank
- High school class size
- Number of Honors, IB, and AP classes (if applicable)
- College state
- College name
- Institution type
- Degree sought
- Major
- Class status in fall
- Anticipated graduation date (mm/dd/yyyy)
- College GPA (if applicable)
- Supporting documents: High school or college transcript (unofficial)

### Resume

- Community service experience
- Extracurricular activities
- Honors & awards
- Work experience

### Transcript Specifications

- High school or college transcripts do not need to be official.
- They should be in an un-editable electronic format to be uploaded to ISTS with your scholarship application.
- Acceptable formats include: .pdf, .tif, .png, .gif, .jpeg, .bmp, .jpg, .xps, and .zip.
- Transcripts may **not** be faxed or mailed. If you are unable to upload your documents, please contact ISTS (see FAQ document)



# FREQUENTLY ASKED QUESTIONS

## 2024 MGA Foundation Scholarship Program

### January 15 - March 15, 2024

#### Who is eligible to apply?

Applicants must be high school seniors or college freshmen, sophomores or juniors and meet one of the following criteria:

Must be a dependent of a full-time employee of an MGA member company. Parent employees must have been employed for at least one year as of January 1 of the year in which the scholarships are awarded and still be employed at the time awards are announced; or

Must be a dependent of a part-time employee of an MGA member company. Parent employees must have worked an average of 30 hours a week for at least one year as of January 1 of the year in which the scholarships are awarded and still be employed at the time awards are announced; or

Must be a part-time employee of an MGA member company and a full-time student. Student employees must have worked an average of 15 hours week for at least six months as of January 1 of the year in which the scholarships are awarded and still be employed at the time awards are announced.

#### How do I apply?

Application form will be open January 15 and is available at <https://aim.applylists.net/MGAF>

#### What is a program key?

A program key is not necessary to apply for the scholarship; however, if you are prompted for one it is **MGAF**.

#### What are the details of the award?

- The awards are one-time, non-renewable grants that will be applied to tuition, fees, books, supplies, and equipment required for course load. Institutions must be accredited, nonprofit two or four-year colleges/ universities in the United States.
- Awards are for full-time students only and can be used only in the academic year for which they are awarded barring illness, emergency, or military service.
- A student may transfer from one institution to another and retain the award.
- Students may reapply each year as long as they continue to meet the eligibility criteria.

#### How do I know if my application is complete?

Allow 5 to 7 business days after uploading documents for your online status to update. You may monitor the status of each required form and attachments on your home page at <https://aim.applylists.net/MGAF>.

- Green COMPLETE button - Completed
- Grey STARTED button - You have not submitted our online form
- Orange STARTED button - You have submitted the online form but are missing required items for the application or your documents are still processing

It is the responsibility of the applicant to monitor the progress of all application requirements to make sure the application is complete. The green COMPLETE button will display on the 'Home' page when all forms have been submitted and all documents have been verified.

#### I uploaded a document that no longer displays on my application. Do I need to submit it again?

Previously uploaded documents that are no longer displayed with a status on the 'Home' page have been rejected. The most common reason for a rejected document is document uploaded is not one of the accepted file types. (.pdf, .tif, .png, .jpeg, .jpg, .bmp, .xps, and .zip are acceptable file formats.)

Do not password protect any uploaded documents. Password protected documents will be rejected.

#### How do I make changes to my application?

Return to <https://aim.applylists.net/MGAF> and log into your account. You do not have to re-upload your transcripts unless there is a change in test

#### How and when will I receive notification?

- Deadline Reminders: Deadline reminder emails are typically sent two (2) weeks and one (1) week prior to the application deadline.
- You will receive notifications from 2 possible ISTS email addresses [donotreply@applylists.com](mailto:donotreply@applylists.com) and [contactus@applylists.com](mailto:contactus@applylists.com). You should add both of these email addresses to your "safe senders list" to ensure important emails are not in your spam or junk folder.
- Selection Results: Selection results notifications are sent to all complete applicants via email by June 1, 2024.
- Award winners will receive an acceptance award email from an above mentioned ISTS email. You must accept your award by the stated date. Simply log into your account at <https://aim.applylists.net/MGAF> to accept. *Your information is never sold to any third party for marketing purposes.*

#### What are my responsibilities if I am chosen as a recipient?

- You must enroll as a full-time undergraduate in the fall of the year in which the scholarships are awarded at an accredited, nonprofit two or four-year college/university in the United States and continue the entire academic year without interruption.
- Checks will be mailed by September 1 to each recipient's home address and made payable to the institution on the recipient's profile page. Typically, the scholarship award is divided into equal payments for fall and spring semesters.
- You must deliver your scholarship check(s) to your institution.

#### What is the selection criteria?

To assure complete impartiality in selection of recipients and to maintain a high level of professionalism, the Minnesota Grocers Association Foundation Scholarship is administered by International Scholarship and Tuition Services, Inc. (ISTS), a firm that manages sponsored scholarship programs.

ISTS will evaluate all completed applications and select the recipients considering community involvement, work experience, extra curricular activities, academic achievements and records.

Decisions of the selection committees are final and are not subject to appeal. No application feedback will be given.

#### Questions?

For application information & general questions, contact **Minnesota Grocers Association Foundation (MGAF)**: 651-228-0973 or [stoll@mngrocers.com](mailto:stoll@mngrocers.com).

For questions about policies, procedures, and payment, contact **International Scholarship and Tuition Services (ISTS)**: [info@applylists.com](mailto:info@applylists.com) (subject line – MGAF).



# MINNESOTA GROCERS ASSOCIATION FOUNDATION



## 2024 Minnesota Grocers Association Foundation Scholarship Program

# 25 \$2,000 Scholarships

### WHO IS ELIGIBLE

**Applicants must be high school seniors, college freshmen, sophomores, or juniors  
who meet one of the following criteria:**

Must be dependents of a full-time employee of an MGA member company. Parent employees must have been employed for at least one year as of January 1 of the year in which the scholarships are awarded and still be employed at the time the awards are announced.

or

Must be dependents of a part-time employee of an MGA member company. Parent employees must have worked an average of 30 hours a week for at least one year as of January 1 of the year in which the scholarships are awarded and still be employed at the time awards are announced.

or

Must be part-time employees of an MGA member company who are full-time students. Applicants must have worked an average of 15 hours a week for at least six months as of January 1 of the year in which the scholarships are awarded and still be employed at the time the awards are announced.

### HOW DO I APPLY

The application is available from **January 15 - March 15, 2024**. Students may **only apply online** at:  
<https://aim.applyists.net/MGAF>.

### SELECTION OF WINNERS

Scholarship winners will be chosen in May by an independent selection committee and notified by email. Winners must enroll as full-time students in the fall of 2024 for the complete academic year.

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