

February 2014

Dear Member:

The MDNA Austin D. Lucas Scholarship Fund is now accepting applications for scholarships for the 2014-2015 academic year.

The Austin D. Lucas Scholarship Fund was founded to assist children of MDNA member firm employees with their higher education goals. Since its inception in 1982, tuition grants totaling \$1,428,000 have been awarded to over 1,080 students.

Please encourage your eligible employees to take advantage of this special opportunity for tuition assistance for their children's higher education.

Scholarships are not available to any person related by blood, adoption, or marriage to an individual who has an equity ownership in any MDNA member company.

This is an excellent opportunity for you to participate in this benefit of being an MDNA member and show your employees that you and your association care about them and their children's higher education.

Included in this packet are:

1. **MDNA Austin D. Lucas Scholarship Fund Application and Profile Sheet**
2. **Instruction letter for parents**
3. **Instruction letter for prospective vocational, college or graduate school students**
4. **MDNA Austin D. Lucas Scholarship Fund Criteria and Restrictions**
5. **Parent's Employment Verification Form**
6. **Parent/Child Release Form**
7. **Frequently Asked Questions**

Please distribute an application packet to your eligible employees who may wish to have their children participate. Forms and instruction letters may be reproduced on your office copy machine. You may also request additional copies from the MDNA headquarters or you may log onto www.MDNA.org to obtain additional forms.

Applications must be received by May 15, 2014 for consideration for the 2014-2015 academic year.

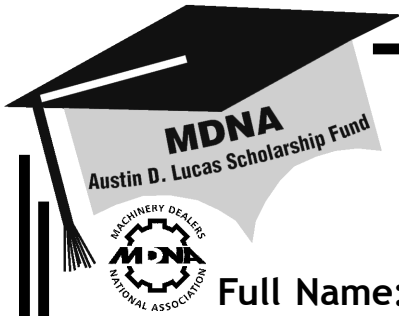
The MDNA Austin D. Lucas Scholarship Fund was created to benefit the children of your eligible employees. The Trustees of the Fund appreciate your cooperation in giving students this opportunity to apply for a scholarship award.

Sincerely,

Kristine M. Conroy, President

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office@mdna.org • www.mdna.org



Scholarship Application

Full Name: _____
First Middle Last

The MDNA Austin D. Lucas Scholarship Fund awards grants for tuition to children whose parents are employed by MDNA members. Scholarships are not available to any person related by blood, adoption or marriage to an individual who has an equity ownership in any MDNA member company or to a person related by blood, adoption or marriage to anyone who is responsible for making the selection (i.e. one of the Trustees of the Fund).

**Please complete and return ALL materials
by May 15th to:
Machinery Dealers National Association
Austin D. Lucas Scholarship Fund
315 S. Patrick St.
Alexandria, VA 22314-3501**

Phone: +1 703 836 9300 ® Toll Free: +1 800 872 7807 Fax: +1 703 836 9303
Web: www.mdna.org ® E-mail: office@mdna.org

Application Checklist

I have:

- answered all questions on the application form and profile sheet completely and included my signature. (Applications must be printed legibly, typed, or a computer print-out may be attached.)
- requested the official results of either the SAT and/or ACT to be sent to the MDNA.
- requested a transcript of all of my grades, high school and college, to be sent to the MDNA.
- included or faxed the transcript for the current Spring 2014 semester.
- requested my school's profile/brochure that includes information about my current school to be sent to the MDNA.
- included at least one recommendation from a faculty member of my most recently attended educational institution.
- requested the "Parent's Employment Verification Form" to be completed by my parent's employer and sent to the MDNA
- included a completed "Parent/Child Release Form" with necessary signatures.
- included required essays.

PLEASE NOTE: Applications without all of the required documentation will not be considered. If you have any questions, please call or e-mail the MDNA office.

This Space for Official Use Only

Austin D. Lucas Scholarship Application

Applications must be typed, printed legibly, or a computer print-out attached.
Provide all information requested and do not leave any questions unanswered.

Full Name: _____
First Middle Last

Date of Birth: _____ Social Security #: _____

Date of Application: _____

Name of educational institution presently attending:

Type: High School Vocational College Graduate

Date of Graduation: _____

Name of educational institution you will be attending this fall:

Type: Vocational College Graduate

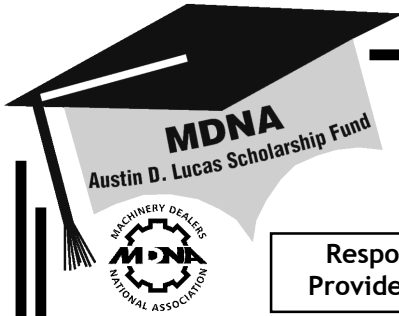
Intended Major: _____ Undecided Expected Graduation Date: _____

THIS SECTION MUST BE COMPLETED ACCURATELY Test & Grade Point Average (GPA) Information

SAT Scores _____
Verbal/Critical Reading Math Writing Date Taken

ACT Scores _____
Composite Score Date Taken

GPA	Current GPA	Cumulative GPA/ Maximum GPA	Date	Class Size	Class Rank (If Available)
	High School				
College	Current GPA	Cumulative GPA/ Maximum GPA	Date	Class Size	



Profile Sheet

Responses must be typed, printed legibly, or a computer print-out attached.
Provide all information requested and do not leave any questions unanswered.

Personal Information:

Full Name: _____

First

Middle

Last

Date of Birth: _____ Social Security #: _____

Home Address: _____

City, State, Zip: _____

Phone Number: _____

E-Mail Address: _____

Parent who is employed by an MDNA Member:

Name: _____

Employer (firm): _____

Title: _____ Supervisor: _____

Employer's Address: _____

City, State, Zip: _____

Phone Number: _____ Fax Number _____

Parent's Mailing Address (if different from your own):

Home Address: _____

City, State, Zip: _____

Phone Number: _____

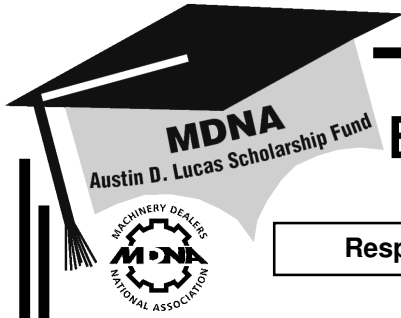
REQUIRED SIGNATURE:

I certify that all information in my application is my own work, factually true and honestly presented.

Signature

Date

Return all application materials by May 15th



Extracurricular & Work Experience

Responses must be typed, printed legibly, or a computer print-out attached.

Extracurricular, Personal & Volunteer Activities

Please list your activities in high school in order of importance to you. Include leadership positions and honors held. College students should list high school activities first and then college activities.

(Attach additional sheets if necessary)

Activity	Grade Level of Participation	Start/End Date	Time Spent Hours/Weeks	Positions Held Honors, Leadership

Work Experience

Employer	Type of Work	Dates Employed	Hours Per Week

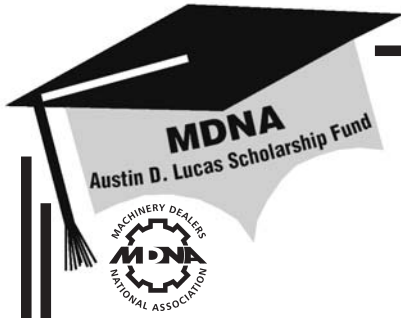
(Attach additional sheets if necessary)

REQUIRED SIGNATURE:

I certify that all information in my application is my own work, factually true and honestly presented.

Signature

Date



Essay Questions

The essay questions are a major component of your application. This is your opportunity to help us to know you better as a person and as a student. Please complete the essay questions so we may become better acquainted with you in different ways from your academic record.

Please answer the following questions.

Type your response on additional paper, include the number of the question and answer the question completely.

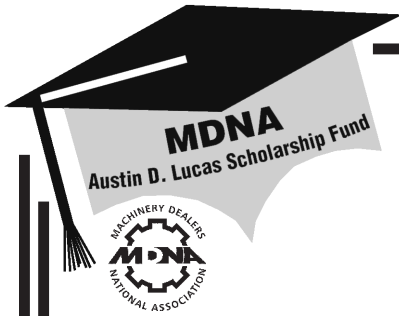
1. If you were to look back on your high school years, what advice would you give to someone beginning their high school career?
2. Please describe a daily routine or tradition of yours that may seem ordinary to others but holds special meaning for you. Why is this significant to you?
3. It's September 20, 2034; write a biography of yourself.



**Machinery Dealers
National Association**

DEADLINE - May 15th

Austin D. Lucas Scholarship Fund
315 S. Patrick St.
Alexandria, VA 22314-3501



February 2014

Dear Parent:

The MDNA Austin D. Lucas Scholarship Fund was founded to assist children of MDNA member firm employees with their higher education goals. Since its inception in 1982, tuition grants totaling \$1,428,000 have been awarded to over 1,080 students.

Applications are now being accepted for scholarships for tuition assistance to college, vocational, technical or graduate school study for the 2014-2015 academic year. Deadline for completed applications is May 15, 2014.

Please read the MDNA Austin D. Lucas Scholarship Fund Criteria and Restriction Sheet to see if your child is eligible to apply for a scholarship. If you have children who are eligible to receive tuition grants please encourage them to apply.

Included are:

1. Instruction letter for prospective college, technical, vocational or graduate school students
2. Application Form and Profile Sheet
3. MDNA Austin D. Lucas Scholarship Fund Criteria and Restrictions
4. Parent's Employment Verification Form
5. Parent/Child Release Form
6. Frequently Asked Questions

Forms and instruction letters may be reproduced on your office copy machine or you may request additional copies from your employer or MDNA headquarters. Forms are also available on the MDNA website: www.mdna.org.

Applications must be received by May 15, 2014 for consideration for the academic year.

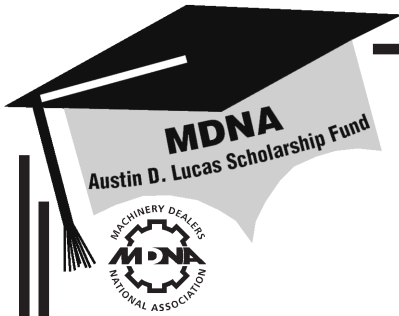
Sincerely,

A handwritten signature in black ink that reads "Kristine M. Conroy". The signature is written in a cursive style.

Kristine M. Conroy, *President*

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office@mdna.org • www.mdna.org



February 2014

Dear Student:

Thank you for your inquiry about the MDNA Austin D. Lucas Scholarship Fund. Tuition assistance for higher education from this annual competition is open only to children of employees of MDNA member companies. Selections are based on academic performance, community service, and extracurricular activities. Please consult the "**MDNA Austin D. Lucas Scholarship Fund Criteria and Restrictions Sheet**" for additional eligibility requirements.

To file an application, follow the steps below and have the appropriate individuals indicated send the requested information directly to the MDNA Austin D. Lucas Scholarship Fund. Information provided is confidential and will be evaluated by the Scholarship Fund Trustees. It is advisable to send your "Application Form and Profile Sheet" registered mail, return receipt requested, to ensure that it is received.

NOTE: RETURN ALL APPLICATION DOCUMENTS BY May 15, 2014 TO:

Machinery Dealers National Association
Austin D. Lucas Scholarship Fund
315 S. Patrick St.
Alexandria, VA 22314-3501

ALL REQUIREMENTS MUST BE COMPLETED FOR CONSIDERATION

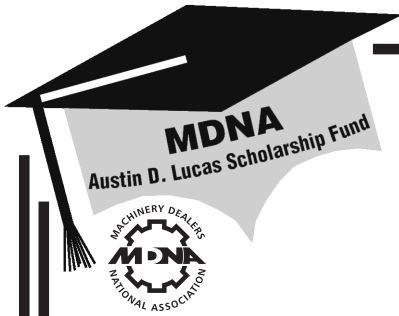
1. **TEST REQUIREMENTS:** You must furnish the results of either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). When registering for either test indicate that you want the results sent to the MDNA Austin D. Lucas Scholarship Fund, reporting code 3006. If you have taken either of these tests, use the Transcript Request Form (SAT) or the Additional Score Form (ACT) to have the results sent to the MDNA Austin D. Lucas Scholarship Fund. Your high school should have these forms.
2. **TRANSCRIPTS:** Request your high school, vocational school, college, or graduate school to send a **transcript** of your academic record. College students must include both college and high school transcripts.
Please include the transcript for the Spring 2014 semester. If your transcript is not available by the May 15 deadline, fax the transcript as soon as possible to the MDNA office.
3. Request your high school, vocational school, or college to send a **school profile** to the MDNA office.
4. Obtain at least **one recommendation** indicating your progress scholastically and socially from a faculty member-counselor, advisor, teacher or your most recently attended educational institution.
5. Complete the "**Application Form and Profile Sheet**" as directed (do not leave any blanks, answer all questions.)
6. Complete the "**Parent's Employment Verification Form**" and have your parent's employer sign and mail it separately to the Fund.
7. You and your parents or legal guardians must read and sign the "**Parent/Child Release Form**".

DEADLINE FOR RECEIPT OF ALL DOCUMENTS FOR AN APPLICATION TO BE CONSIDERED IS MAY 15, 2014

It is the responsibility of the applicant to provide all requested documents and to ensure they arrive at the MDNA Austin D. Lucas Scholarship Fund on or before May 15, 2014

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MDNA AUSTIN D. LUCAS SCHOLARSHIP FUND CRITERIA AND RESTRICTIONS

The purpose of the MDNA Austin D. Lucas Scholarship Fund is to provide tuition grants to eligible recipients who will be selected by the Trustees of the Fund.

The Trustees select all recipients. In making their selection, the Trustees utilize the following criteria and restrictions:

Each applicant must be a child of an individual who is employed by an MDNA member company; however, scholarships shall not be available to any person related by blood, adoption or marriage to an individual who has an equity ownership in any MDNA member company, or to a person related by blood, adoption, or marriage to anyone who is responsible for making the selection, i.e. a Trustee of the Fund.

All applicants shall be evaluated by the Trustees taking into consideration the applicant's academic performance, scholastic achievement in school, extracurricular activities, and other factors relevant to his or her candidacy.

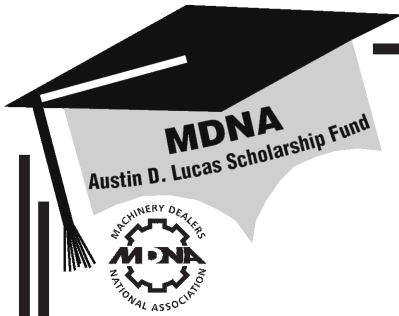
All applicants must be current or prospective college, graduate, technical or vocational school students. Each must be recommended by at least one person on the faculty of his or her most recently attended educational institution.

In making their final decisions, the Trustees shall administer the program and evaluate the applications according to the above standards and to the following rules and criteria:

1. All tuition scholarships shall be granted for one year only. However, an individual may re-apply annually for additional scholarships.
2. All tuition scholarships shall be awarded without regard to an applicant's race, color, creed, religion, age, physical capabilities or impairments, sexual orientation, or sex.
3. **Each student must have a satisfactory academic record. A "C" average and above is required to be eligible to apply for a scholarship.**
4. The type of course and career being pursued is at the complete discretion of the applicant.
5. The school which the selected applicant plans to attend must be academically or vocationally accredited by the appropriate accrediting agency.

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**MDNA Austin D. Lucas Scholarship Fund
Parent's Employment Verification Form**
(To be completed and mailed by the employer – please type)

Applicant's Name

First/Middle/Last

Is the child of

First/Middle/Last

Who works for

Company Name

City/State

As

Title

Please verify if the applicant's parent is a full or part-time employee

_____ is a full-time employee _____ (yes/no)

_____ is a part-time employee _____ (yes/no)

If the employee is a part time employee verify how many hours a week they work.

I certify that the applicant is not a relative by blood, adoption or marriage of an individual who has an equity ownership in any MDNA member firm or to a person related by blood, adoption or marriage to anyone who is responsible for making the selection, i.e. Trustees of the Fund.

(Type) Name of MDNA Member Firm Principal

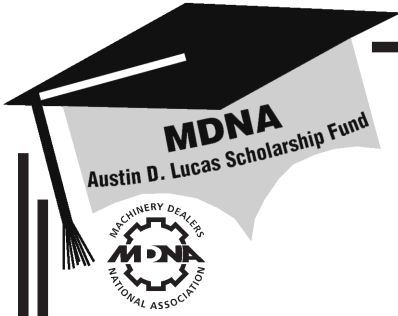
Title

Signature of MDNA Member Firm Principal

Title

RETURN BY May 15, 2014 TO: Machinery Dealers National Association
Austin D. Lucas Scholarship Fund
315 S. Patrick St.
Alexandria, VA 22314

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**MDNA Austin D. Lucas Scholarship Fund
Parent/Child Release Form**

We, the undersigned, hereby irrevocably waive any claim or right of action at law or equity that we might have at any time against the MDNA Austin D. Lucas Scholarship Fund or the Machinery Dealers National Association, its subsidiaries or related companies or organizations, their Boards of Trustees or Directors, officers, Trustees, committee members, staff, or other officials, either as a group or as individuals, for any action with regard to the processing, review, acceptance or rejection of an application for a scholarship fund tuition grant.

We, the undersigned, certify that the applicant is not a relative by blood, adoption or marriage of an individual who has an equity ownership in any MDNA member firm or to a person related by blood, adoption or marriage to anyone who is responsible for making the selection, i.e. a Trustee of the Fund.

Furthermore we, the undersigned, certify that all of the statements made on this application are true and correct and hereby grant permission to make inquiries to verify them.

Our signatures below attest to this statement.

Signature of Applicant (Type) Name Date

Signature of All Parents or Legal Guardians is required:

Signature (Type) Name Date

Relationship

Signature (Type) Name Date

Relationship

Signature (Type) Name Date

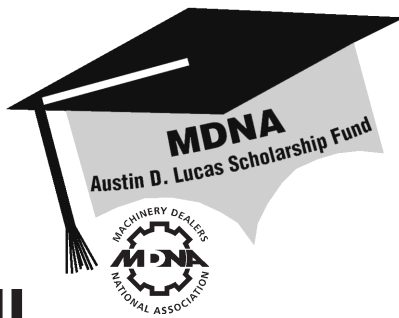
Relationship

Failure to complete and return this form will result in disqualification of applicant.

**RETURN BY May 15, 2014 TO:
Machinery Dealers National Association
Austin D. Lucas Scholarship Fund**

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office@mdna.org • www.mdna.org



FREQUENTLY ASKED QUESTIONS

Each year applicants ask similar questions about their applications. We hope that this list aids you in completing your application. If you have any additional questions, please call the Staff Liaison at MDNA headquarters +1 703 836 9300.

If I applied last year do I still have to send in my SAT or ACT scores?

Yes, each year the Trustees who evaluate the applications need to see all of your scores and the MDNA staff does not refile past applications or update them yearly.

If I am a college student and took the SAT or ACT several years ago do I still need to send my scores?

Yes, even if your testing was done several years ago the Trustees still need the scores for evaluative purposes.

Is a copy of my transcript and scores acceptable?

You may send a copy of an official score sheet or transcript, be sure that it is official and has the school's seal or other official statement on it.

Will I be informed if parts of my application are missing?

No, it is the applicant's responsibility to send all parts of the application to the MDNA office by the deadline.

How can I ensure that my recommendations will arrive on time?

When you ask someone to write a recommendation give him or her ample time and provide them with a stamped, pre-addressed envelope to the MDNA office. If you are unsure about the recommendation being sent on time it is advisable to ask several people to write a recommendation.

Is one aspect of the application weighted more than another?

No, the Trustees look at all aspects of your application and weigh each section carefully. It is essential that your transcript be included to evaluate your academic record. In addition, as with college applications, your essays give the Trustees insight into your thoughts and goals.

We hope this answers some of your questions and good luck!

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