



February 2018

Dear Member:

The MDNA Austin D. Lucas Scholarship Fund is now accepting applications for scholarships for the 2018-2019 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 \$1,763,000 have been awarded to over 1,304 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](http://www.MDNA.org) to obtain additional forms.

**Applications must be received by May 15, 2018 for consideration for the 2018-2019 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.

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

Kristine M. Conroy  
President of the Austin D. Lucas Scholarship Fund

*If you believe in the future...Invest in the Present*

315. S. Patrick St. • Alexandria, VA 22314-3532 • Tel: +1 703 836 9300 • Fax: +1 703 836 9303  
[office@mdna.org](mailto:office@mdna.org) • [www.mdna.org](http://www.mdna.org)



February 2018

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 \$1,763,000 have been awarded to over 1,304 students.

Applications are now being accepted for scholarships for tuition assistance to college, vocational, technical or graduate school study for the 2018-2019 academic year. Deadline for completed applications is May 15, 2018.

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](http://www.mdna.org).

Applications must be received by May 15, 2018 for consideration for the academic year.

Sincerely,

Kristine M. Conroy, *President*

A handwritten signature in black ink that reads "Kristine M. Conroy".

Kristine M. Conroy, President  
President of the Austin D. Lucas Scholarship Fund

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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, 20178 TO:** Machinery Dealers National Association  
Austin D. Lucas Scholarship Fund  
315 S. Patrick St.  
Alexandria, VA 22314-3532



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, 2018 TO:
Machinery Dealers National Association
Austin D. Lucas Scholarship Fund

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office@mdna.org • www.mdna.org



## 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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office@mdna.org • www.mdna.org



February 2018

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, 2018 TO:**

Machinery Dealers National Association  
Austin D. Lucas Scholarship Fund  
315 S. Patrick St.  
Alexandria, VA 22314-3532

**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. **Transcripts are required to be considered for a scholarship.**  
***Please include the transcript for the Spring 2018 semester. If your transcript is not available by the May 15<sup>th</sup> 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 from the past year** indicating your progress scholastically and socially from a faculty member, counselor, advisor, or teacher of your most recently attended educational institution.
5. Complete the “**Application Form and Profile Sheet**” as directed. Do not leave any blanks, answer all questions. **Correctly fill in all test scores on the cover sheet of the application.**
6. Complete the “**Parent’s Employment Verification Form**” and have your parent’s employer sign and mail it separately to the MDNA office.
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, 2018

**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, 2018**

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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 them ample time and provide them with a stamped, pre-addressed envelope to the MDNA office. You may ask several people to write a recommendation. The recommendation must be from a teacher, counselor or faculty member from your current educational institution.*

### **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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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**

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 2018** 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 the past year** from a faculty member of my most current 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: \_\_\_\_\_

**TEST AND GRADE POINT INFORMATION MUST BE  
FILLED IN ACCURATELY AND COMPLETELY**

**SAT**

**Scores**

Verbal/Critical Reading \_\_\_\_\_ Math \_\_\_\_\_ Writing \_\_\_\_\_ Date Taken \_\_\_\_\_

**ACT**

**Scores**

Composite Score \_\_\_\_\_ Date Taken \_\_\_\_\_

**GPA**

**High  
School**

Current GPA \_\_\_\_\_ Cumulative GPA/ Maximum GPA \_\_\_\_\_ Date \_\_\_\_\_ Class Size \_\_\_\_\_ Class Rank (If Available) \_\_\_\_\_

**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

## 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 know you better as a person and as a student. Please complete the essay questions so that 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. Describe your most rewarding academic experience and explain how it has affected you.
2. Describe the environment in which you were raised, such as your family, home, neighborhood or community, and how it influenced the person you are today.
3. If you could erect a statue in honor of someone who would it be and why?



**Machinery Dealers  
National Association**

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