

# Constitution and By-Laws

Northwest Arkansas Area Local #667

Fayetteville, Arkansas

Revised March 2025

## Northwest Arkansas Area Local #667 Officers and Stewards 2025

### Officers

President	Royce “Ike” Mills
Vice-president	Kaylynn Mills
Secretary-Treasurer	Cheryl Wing
Editor-Publisher	Pam Beck

### Stewards

#### P&DC

Tour 1	Jordan Kuriatnyk
T1 Alternate	vacant
Tour 2	vacant (acting – Kaylynn Mills)
T2 Alternate	Leta Reyes
Tour 3	Mirannda Brewer
T3 Alternate	Heather Lowe
Maintenance	vacant
Maint. Alt.	vacant

Fayetteville Cust. Svc.	Vacant (acting – Ike Mills)
Cust. Svc. Alternate	Kaylynn Mills
Assoc. Office Steward	Kaylynn Mills
Rogers Steward	vacant
Springdale Steward	Cheryl Sharum
Siloam Springs	Darrell Barnes

**Representing:** Fayetteville, Rogers, Springdale, Siloam Springs, Avoca, Combs, Elkins, Elm Springs, Goshen, Hindsville, Huntsville, Kingston, Lowell, Pettigrew, Prairie Grove, St. Paul, Wesley, West Fork, Witter.

15th Printing, March 2025

PO Box 654, Fayetteville, AR 72702

Official website: <https://nwaal667apwu.org>

## **Article 1 – Name**

This organization, by virtue of a charter granted by the American Federation of Postal Clerks (May 1, 1920), and under a merger agreement entered into on December 3, 1971, between Fayetteville, Arkansas Local #667, United Federation of Postal Clerks, and the Fayetteville Postal Workers, National Postal Union, and further mergers between Rogers APWU (2013), Springdale APWU (2014), and Siloam Springs MALs (2016) shall be known as the Northwest Arkansas Area Local, American Postal Workers Union, AFL-CIO.

## **Article 2 – Objective**

The objective of this Local shall be to unite the postal workers of the Northwest Arkansas Post Offices for their economic and social welfare and to aid in bringing the United States Postal Service up to a high standard of efficiency.

## **Article 3 – Officers**

**Section 1.** The officers of this Local shall be a President, Vice-President, Secretary/Treasurer, and Editor/Publisher.

### **Section 2.**

**A.** Any member in good standing of the Northwest Arkansas Area Local shall be eligible for election of office. No person shall be nominated for, or shall hold, more than one elected position. The term of office shall be two years.

**B.** Due to the Labor-Management Reporting and Disclosure Act of 1959, Chapter 29, Section 504(a)[Appendix 1] and for the purposes of election of Local Union Officials/Officers, any member in violation of LMRDA, Chapter 29, Section 504(a) cannot be considered to be “in good standing” and, by law, may not hold any Union office or position other than that of “member.” Therefore, anyone nominated to hold office, or who is appointed steward/alternate must swear or affirm that they are not barred from such office under aforementioned act at the time of nomination and acceptance.

**Section 3.** In the event of an officer resigning, there shall be a new election for the vacant position. Nominations shall be made at the next business meeting, and ballots counted at the following business meeting.

**Section 4.** Elected officers acting as stewards shall only be compensated for their elected positions.

## **Article 4 – Duties of Officers**

### **Section 1. President**

#### **A. Duties of this Office:**

1. Preside at all meetings and sign all contracts and documents authorized by official action of the Local.
2. Serves as Chief Delegate to all national, state and regional conventions, meetings and seminars to which the Local decides to send delegates.

3. Serves as Chief Steward; prepares and presents grievances and trains stewards and alternate stewards.
  4. Appoints stewards, alternate stewards, and committees and works with the Vice-President to ensure that they are properly trained in their duties.
  5. Withdraws all mail from the Local's PO Box and distributes to proper department or individual.
  6. Performs all other duties as may be necessary for the well-being of the Union.
  7. The President shall be the Chairman of the Executive Board.
- B.** Necessary expenses for the good of the Union up to \$100 per transaction and \$200 per month incurred in the performance of these duties shall be reimbursed when an expense report with receipts attached is completed and submitted to the Secretary/Treasurer. Expenditures in excess of \$200.00 per month must be approved in advance by the Executive Board or by a majority vote of the Local in a business meeting.
- C.** The person holding this office shall turn over to their successor all properties of the Union in their possession at the close of his/her term of office.
- D.** The President shall have a monthly salary calculated by the current DCO amount multiplied by a factor of 15.

## **Section 2. Vice-President**

### **A. Duties of this Office:**

1. In the absence of the President, the Vice-President shall be vested with the same authority and power as the President and shall perform all such duties as may be prescribed by official action of the Local.
2. Serve as Alternate Chief Delegate to all national, state and regional conventions, meetings and seminars to which the Local decides to send delegates.
3. Serve as an alternate for the position of Secretary/Treasurer, a secondary safeguard for the financial and related legal matters of the Local. If for any reason the position of Secretary/Treasurer becomes vacant, the VP will fill the position until a replacement is properly elected.
4. Assist the President in preparations for labor/management meetings and contract negotiations.
5. Serve as Senior Steward and assist in the training of stewards and the preparation and presentation of grievances.
6. Act as Steward for the Associate Offices where a steward is not present and serve as liaison between them and the Local.
7. Serve as advisor to the President in all matters pertaining to interpretations and enforcement of the Contract.
8. Serve on the Executive Board.

**B.** The person holding this office shall turn over to their successor all properties of the Union in their possession at the close of his/her term of office.

**C.** The Vice-President shall have a monthly salary calculated by the current DCO amount multiplied by a factor of 11.

### **Section 3. Secretary-Treasurer**

#### **A. Duties of this Office:**

1. Keep and maintain a correct record of the official proceedings (minutes) of all meetings of the Local or Executive board.
2. Serve as the chief administrative officer of this Local and manage the office filing system for job postings, grievances, and other reports. Be the custodian of all official documents, records and other property of the local.
3. Receive and disburse all monies authorized by official action of the Local.
4. Keep a correct account of all receipts and disbursements.
5. Report the financial status of the Local at each business meeting of the Local. Such report shall be in writing and attached to the minutes of the meeting. The report shall include all income and disbursements and shall categorize them by department, office and/or project.
6. Submit all books and records annually and when leaving office for examination and auditing.
7. Take whatever actions necessary to bring and keep the Local within the legal constraints of the Department of Labor, Internal Revenue Service, and the National APWU.
8. Serve on the Executive Board.

**B.** Necessary expenses up to \$100 per month incurred in the performance of these duties (i.e., office supplies, postage, greeting cards, telephone calls, photocopies, etc.) shall be reimbursed when an expense report with receipts attached is completed and submitted to the President. Expenditures in excess of \$100.00 per month must be approved in advance by the Executive Board or by a majority vote of the Local in a business meeting.

**C.** The person holding this office shall turn over to their successor all properties of the Union in their possession at the close of his/her term of office.

**D.** The Secretary/Treasurer shall have a monthly salary calculated by the current DCO amount multiplied by a factor of 13.

### **Section 4. Editor-Publisher**

#### **A. Duties of this Office:**

1. Publish and edit the Local's quarterly (or more often if deemed necessary) newsletter.
2. Assist the Election Committee with publishing and mailing election ballots using current and accurate mailing list of the membership.
3. Maintain and service the Local's website on the Internet.

4. Serve on the Executive Board.

**B.** Necessary expenses up to \$200 per month incurred in the performance of these duties (i.e., photocopies, printing, postage, office supplies, etc.) shall be reimbursed when an expense report with receipts attached is completed and submitted to the Financial Secretary.

**C.** The person holding this office shall turn over to their successor all properties of the Union in their possession at the close of his/her term of office.

**D.** The Editor/Publisher shall have a monthly salary calculated by the current DCO amount multiplied by a factor of 4.

## **Section 5. Executive Board**

**A.** The Executive Board shall be composed of the President, Vice-President, Secretary/Treasurer, and Editor/Publisher.

**B.** The Duties of this Office:

1. Meet whenever any unforeseen circumstance takes place which affects the good of the Union and determine the course of action to be taken.
2. Expenditures referred to the Executive Board by the President will be accompanied by a detailed report of the costs involved and why it cannot wait until the next business meeting of the Local.
3. Shall serve as the Editorial Policy Board for the Local's publications, both print and on the Internet.
4. All members must be notified and a quorum of four must exist to conduct any business at an Executive Board meeting.
5. Meetings should be in person except in an emergency.
6. Minutes shall be taken at meetings and reported at the next business meeting.

## **Article 5 – Appointments**

### **Section 1. Steward Appointments**

Shop Stewards shall be appointed by the President from a list of interested candidates, submitted by members of each Tour or Section. Alternate Stewards shall be appointed in the same manner. Monthly salary for Steward's office shall be the DCO amount multiplied by 4. (Alternates receive no salary.)

### **Section 2. Duties**

**A.** Each appointed Steward and Alternate shall become knowledgeable in the provisions of the National Collective Bargaining Agreement and the Local Memorandum of Understanding. When processing grievances, Stewards will conduct investigations, obtain documentation, prepare grievance forms, and have appropriate articles in their possession prior to and during discussions with immediate supervisor at Step 1.

**B.** Each Steward shall maintain a file containing names, addresses, telephone numbers, and duty stations of all employees normally serving in his or her Tour or Section. Upon becoming aware of the need for flowers or cards, the Steward on either Tour will notify the Secretary/Treasurer who will place the order for flowers or initiate sending a card. (See Article 8 – Disbursements, Section 3.)

**C.** Each Steward shall be responsible for promoting a safe and healthful work environment in their area of responsibility and will be concerned with all situations where health and safety concerns are raised. They will report safety issues on Form 1767 with management and union president when necessary. They **may** represent the union at Station Safety Committee meetings as needed.

## **Article 6 – Membership**

**Section 1.** Any non-supervisory employee, regardless of level or grade, within the jurisdictional claim of the APWU, is eligible for membership.

**Section 2.** Members accepting promotion to supervisory positions or transfer to crafts outside the jurisdictional claim of the APWU may maintain their membership in the APWU Health Benefits Plan by purchasing an associate membership as required by APWU Health Plan, but may not attend or participate in business meetings or other activities of the Local except when formally invited by its officers.

**Section 3.** Each member shall strive to promote the best interests of the Local at all times and shall perform such duties as may be prescribed by official action of the Local.

## **Article 7 – Meetings**

**Section 1.** Date and place of all regular meetings shall be posted on the APWU bulletin board. Emergency meetings shall be advertised in such a way that at least 75% of the membership is notified. Five members shall constitute a quorum.

**Section 2.** All officers and appointees must attend a minimum of 50% of all scheduled meetings of the Local. If unable to attend a meeting, you must notify the president prior to the meeting, and submit your customary report to the President or Secretary/Treasurer to be read at the general membership meeting in your absence.

## **Article 8 – Disbursements**

**Section 1. Authorized Expenses:** While serving in an official capacity of delegate to any national, state or regional convention, meeting or seminar, a member shall be reimbursed at the rate of the delegate's basic rate of pay for any Union LWOP used that was appropriately authorized through action of the body at a General Membership Meeting or within the Constitution and By-Laws. All travel will be reimbursed at the current appropriate Government POV reimbursement rate per mile and/or the cost of an airline ticket to and from distant convention cities. Members will receive the cost of lodging when lodging is required and will receive official Government per diem for respective convention cities per day for food. Car pools will be utilized when feasible.

### **Section 2. Reimbursements:**

**A.** Any member, having volunteered and been appropriately authorized through action of the body at a General Membership meeting, or within the Constitution and Bylaws, to serve in an official capacity to

any national, state, or regional convention, meeting or official Union training, shall reimburse the Local for all costs authorized by the Local and associated with the convention or training, if they are unable to attend.

**B.** The member may appeal required reimbursement by presenting extenuating circumstances at a General Membership meeting. A simple majority vote by those members in attendance will allow the requirement to be waived.

### **Section 3. Other Disbursements**

**A.** Flowers will be sent to Union members or spouses who are hospitalized, or to a member or spouse in the event of death of either.

**B.** Flowers will be sent to a Union member when a parent dies.

**C.** Children of members will receive flowers in the event of death. Extended family members will receive a card only, in the event of death.

**D.** Retirees and transferees who have been local union members in good standing for a minimum period of five (5) years shall be presented with \$100 from the local in appreciation of their participation in APWU Local 667.

**E.** A single door prize of \$50 will be drawn for at each General Membership meeting. Drawing will be from entire membership list, however, the member must be in attendance, at work, or on approved leave for prize to be awarded.

## **Article 9 – Conflicts**

Nothing in this Constitution shall conflict with the National Constitution and By-Laws.

## **Article 10 – Amendments**

This Constitution and By-Laws may be amended at any meeting by a two-thirds vote of those present, the amendments having been proposed at a previous meeting, and posted on union bulletin boards for review prior to meeting.

## **Article 11 – Dues**

**Section 1.** Dues shall be assessed in an amount to sufficiently cover National, State, and Local requirements, to be voted on with the same numerical majority requirement as the By-Laws. Dues shall be withheld by signing Form 1187.

**Section 2.** Special assessments voted on with the same numerical majority requirement as the By-Laws shall be considered as regular dues.

## **Article 12 – Local and Membership Protection**

**Section 1.** Any Local officer, elected or appointed, failing to perform the duties of their office may be removed from the office following an investigation and hearing before an investigating committee consisting of three disinterested members, who will present their findings to the next regular meeting of the Local. A majority vote will prevail.

**Section 2.** Appeal rights, as defined in the APWU National Constitution, will be explained to both plaintiff and defendant parties.



# **Article 13 – The Virginia Hickman Memorial Scholarship**

**Section 1.** The name of the scholarship shall be: The Virginia Hickman Memorial Scholarship.

**Section 2.** The payment of the Virginia Hickman Memorial Scholarship shall be appropriated from the General Fund commencing after June 30, 2016. The Local shall award at least one (1) scholarship of \$500 per year.

**Section 3.** A Scholarship Committee consisting of three (3) members in good standing shall be appointed by the Local President at his/her discretion from volunteers selected at the April business meeting of each year.

**Section 4. Eligibility requirements for the scholarship are as follows:**

A. The applicant shall be the son, daughter, grandson or granddaughter of a parent, grandparent, or legal guardian who has been a member in good standing of the Northwest Arkansas Area Local for at least one (1) year.

B. If the member (parent, grandparent, or guardian) is deceased and was a member in good standing of Local 667 for at least one (1) year prior to the time of his/her passing, the son, daughter, grandson, or granddaughter shall be eligible to apply.

C. The sponsoring employee (parent, grandparent, guardian) cannot have occupied, or applied for, a management position for at least one (1) year prior to application.

D. Applications for the scholarship must be made on the official application form. Completed application forms must be sent to the Secretary-Treasurer of the Northwest Arkansas Area Local at the Local's official mailing address listed on the application form or handed to the Secretary-Treasurer in person. The Scholarship Committee will draw for the award. Applications may be submitted April 1 through June 30 of each year. Applications received after June 30th will not be accepted.

E. Applicant must submit a copy of his/her secondary school (high school or equivalent), college, or vocational school transcript as an attachment to the official application.

F. Scholarship recipient must plan to attend an accredited college, university, or vocational institution of his or her choice. The scholarship must be used towards pursuing an undergraduate degree or vocational certification. The applicant must submit proof of application or acceptance at an accredited college, university, or vocational institution.

**Section 5.** The official application shall be published in the Local's newsletter, THE RAZORBACK SCHEME, no later than April of each year and shall be posted on all Union bulletin boards of all facilities represented by the Local, from April through June of each year. Additionally, the official application and rules shall be posted on the Local's official website April through June of each year. Moreover, the official application shall be made available on demand to any member in good standing who may contact one of the Local Officers who, in turn, shall forthwith mail the application with qualification rules to the requesting party.

**Section 6.** Funds for scholarship shall be paid directly to the institution of attendance, not to the individual winning the award. If the scholarship winner does not attend the college, university, or vocational institution as indicated in the application, the scholarship funds shall be returned in full to the Northwest Arkansas Area Local #667. A subsequent winner shall be selected from applicants of the same year.

**Section 7.** The SCHOLARSHIP COMMITTEE shall draw for one (1) scholarship annually after the June 30th deadline in the month of July and shall have concluded and announced the recipient before August 1st of each year. The Committee shall consist of three (3) members. The Committee shall draw for the winner from all properly submitted applicants. All applicants are subject to the rules herein established for the Virginia Hickman Memorial Scholarship Fund.

## **BY-LAWS**

### **Article 1 – Order of Business**

1. Meeting called to order
2. Roll call of officers
3. Verification of quorum
4. Reading of minutes of last meeting
5. Introduction of new members
6. Reports of officers, committees, receipts, and expenses
7. Unfinished business
8. New business
9. Door prize
10. Adjournment

### **Article 2 – Rules of Order**

Roberts Rules of Order (Newly Revised) shall be authority to decide all questions of order not herein provided for.

### **Article 3 – Election of Officers**

**Section 1.** President will establish an Election Committee (3 members) in October prior to nomination. It shall be the duty of the Election Committee to post notices regarding nominations and the election, and to conduct the election and the ballot count.

**Section 2. (a)** Officers shall be elected and installed bi-annually on the even numbered years at the November business meeting. Where nominees are unopposed, those offices shall be elected by acclamation at the October meeting.

**(b)** Due to the Labor-Management Reporting and Disclosure Act of 1959, Chapter 29, Section 504(a) and for the purposes of election of Local Union Officials/Officers, any member in violation of LMRDA, Chapter 29, Section 504(a) cannot be considered to be “in good standing” and, by law, may not hold any Union office or position other than that of “member”. Therefore, anyone nominated to hold office in NWAAL 667 or who is appointed steward or alternate must swear or affirm that they are

not barred from such office under aforementioned act at the time of nomination and acceptance.

**Section 3.** Any member in good standing pursuant to requirements of Article 3, Section 2, of the Constitution is eligible to be elected to office. Elected or appointed officers will not serve in that capacity while in a 204B status and will relinquish their positions when permanently assigned to a supervisory level position, and will not be allowed to actively participate in meetings or other activities except when formally invited by its officers.

**Section 4.** Election of officers will be by secret ballot. Ballots will be mailed to all members eligible to vote, together with a blank envelope and a stamped envelope addressed to the Chairman of the Election Committee.

**Section 5.** Members will mark their ballots with a check, diagonal line, or "X", and place the ballot in the blank envelope and seal it. The blank envelope will be placed in the stamped addressed envelope. The member will sign this envelope in the upper left hand corner and mail it back to the Election Committee.

**Section 6.** The Election Committee will present all unopened ballots at the November meeting, where they will be checked against a roster to determine eligibility. The inner envelope will be placed to one side until all returned envelopes have been verified. Ballots will then be opened and counted, and the results announced by the Election Committee.

**Section 7.** The Election Committee will account for the number of ballots printed, the number returned in the mail, and blank ballots on-hand. No additional ballots will be furnished members after the initial mailing until returned ballots have been verified to ensure only one vote per member.

**Section 8.** Ballots will not be signed. Any ballot that is signed or otherwise marked will be declared null and void by the Election Committee, and said ballot will not be counted in the election.

## **Article 4 – Oath of Office**

*[ Repeat after me, stating your name where I use mine:]*

“I full name, having been duly elected to office // in Northwest Arkansas Area Local 667 // of the American Postal Workers Union, AFL-CIO, // do solemnly pledge to uphold the Constitution and Bylaws // of the American Postal Workers Union, AFL-CIO, // the Arkansas Postal Workers Union, // and Northwest Arkansas Area Local 667. // I pledge to perform the duties of my office to the best of my ability. // I further pledge that at the conclusion of my term of office, // I will turn over to my successor all books, papers, records, and documents // that are the property of Northwest Arkansas Area Local 667. // During my elected term of office, // I will not use my position for any personal gain. // I will work for the improvement of local working conditions // and the social and economic welfare of all the membership.”

## Appendix 1:

Labor-Management Reporting and Disclosure Act of 1959, As Amended

Title V – Safeguards for Labor Organizations

Prohibition Against Certain Persons Holding Office (29 U.S.C. 504) full text.

Sec.504. (a) No person who is or has been a member of the Communist Party\* or who has been convicted of, or served any part of a prison term resulting from his conviction of, robbery, bribery, extortion, embezzlement, grand larceny, burglary, arson, violation of narcotics laws, murder, rape, assault with intent to kill, assault which inflicts grievous bodily injury, or a violation of Title II or III of this Act, any felony involving abuse or misuse of such person's position or employment in a labor organization or employee benefit plan to seek or obtain an illegal gain at the expense of the members of the labor organization or the beneficiaries of the employee benefit plan, or conspiracy to commit any such crimes, or a crime in which any of the foregoing crimes is an element, shall serve or be permitted to serve –

- (1) as a consultant or adviser to any labor organization,
- (2) as an officer, director, trustee, member of any executive board or similar governing body, business agent, manager, organizer, employee, or representative in any capacity of any Labor organization,
- (3) as a labor relations consultant or adviser to a person engaged in an industry or activity affecting commerce, or as an officer, director, agent, or employee of any group or association of employers dealing with any labor organization, or in a position having specific collective bargaining authority or direct responsibility in the area of labor-management relations in any corporation or association engaged in an industry or activity affecting commerce, or
- (4) in a position which entitles its occupant to a share of the proceeds of, or as an officer or executive or administrative employee of, any entity whose activities are in whole or substantial part devoted to providing goods or services to any labor organization, or
- (5) In any capacity, other than in his capacity as a member of such labor organization, that involves decision-making authority concerning, or decision-making authority over, or custody of, or control of the moneys, funds, assets, or property of any labor organization,

During or for the period of thirteen years after such conviction or after the end of such imprisonment, whichever is later, unless the sentencing court on the motion of the person convicted sets a lesser period of at least three years after such conviction or after the end of such imprisonment, whichever is later, or unless prior to the end of such period, in the case of a person so convicted or imprisoned,

(A) his citizenship rights, having been revoked as a result of such conviction, have been fully restored, or

(B) if the offense is a Federal offense, the sentencing judge or, if the offense is a State or local offense, the United States district court for the district in which the offense was committed, pursuant to sentencing guidelines and policy statements under section 994(a) of title 28, United States Code, determines that such person's service in any capacity referred to in clauses (1) through (5) would no be contrary to the purposes of this Act. Prior to making any such determination the court shall hold a hearing and shall give notice of such proceeding by certified mail to the Secretary of Labor and to State, county, and Federal prosecuting officials in the jurisdiction or jurisdictions in which such person was convicted. The court's determination in any such proceeding shall be final. No person shall knowingly hire, retain, employ, or otherwise place any other person to serve in any capacity in violation of this subsection.

(b) Any person who willfully violates this section shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.

(c) For the purpose of this section –

(1) A person shall be deemed to have been “convicted” and under the disability of “conviction” from the date of the judgment of the trial court, regardless of whether that judgment remains under appeal.

(2) A period of parole shall not be considered as part of a period of imprisonment.

(d) Whenever any person –

(1) by operation of this section, has been barred from office or other position in a labor organization as a result of a conviction, and

(2) has filed an appeal of that conviction,

Any salary which would be otherwise due such person by virtue of such office or position, shall be placed in escrow by the individual employer or organization responsible for payment of such salary. Payment of such salary into escrow shall continue for the duration of the appeal or for the period of time during which such salary would be otherwise due, whichever period is shorter. Upon the final reversal of such person's conviction on appeal, the amounts in escrow shall be paid to such person. Upon the final sustaining of such person's conviction on appeal, the amounts in escrow shall be returned to the individual employer or organization responsible for payments of those amounts. Upon final reversal of such person's conviction such person shall no longer be barred by this statute from assuming any position from which such person was previously barred.

## Appendix 2:

### Virginia Hickman Memorial Scholarship Application – Local 667

#### Eligibility requirements:

- A. The applicant shall be the son, daughter, grandson or granddaughter of a parent, grandparent, or legal guardian who has been a member in good standing of the Northwest Arkansas Area Local for at least one (1) year.
- B. If the member (parent, grandparent, or guardian) is deceased and was a member in good standing of Local667 for at least one (1) year prior to the time of his/her passing, the son, daughter, grandson, or granddaughter shall be eligible to apply.
- C. The sponsoring employee (parent, grandparent, guardian) cannot have occupied, or applied for, a management position for at least one (1) year prior to application.
- D. Applications for the scholarship must be made on the official application form and sent to: Secretary-Treasurer of the Northwest Arkansas Area Local667 at PO Box 654 Fayetteville, AR 72702, or handed to the Secretary-Treasurer in person. The Scholarship Committee will draw for the award. Applications may be submitted April 1 through June 30 of each year. Applications received after June 30th will not be accepted.
- E. Applicant must submit a transcript from his/her secondary school, college, or vocational school last attended as an attachment to the official application.
- F. Scholarship recipient must plan to attend an accredited college, university, or vocational institution of his or her choice. The scholarship must be used towards pursuing an undergrad/graduate degree or vocational certification. The applicant must submit proof of application or acceptance at an accredited college, university, or vocational institution. (When this is the same institution as the transcript submitted, the transcript shall be sufficient.)

#### Applicant Information

FULL NAME: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

EMAIL: \_\_\_\_\_

#### Education Information

HIGH SCHOOL OR LAST SCHOOL ATTENDED: \_\_\_\_\_

EXPECTED GRADUATION DATE: \_\_\_\_\_

COLLEGE OR SCHOOL OF CHOICE (RECIPIENT OF FUNDS): \_\_\_\_\_

#### APWU Member Information

NAME: \_\_\_\_\_ RELATIONSHIP TO APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ WORK LOCATION (POSTAL FACILITY): \_\_\_\_\_

EMAIL: \_\_\_\_\_ EIN# \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF APWU MEMBER: \_\_\_\_\_