Takitani Legacy Scholarship Program Information & FAQs For Counselors

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About the Scholarship

The Mamoru and Aiko Takitani Foundation, Inc. recognizes and supports outstanding Hawaii high school seniors who exemplify hard work, high academic achievement, a commitment to excellence, and a dedication to serving their communities.

Each year, all high schools accredited by the Western Association of Schools and Colleges (WASC) and the Hawaii Association of Independent Schools (HAIS) are invited to nominate **one graduating senior** for a Takitani Scholarship.

Nominees automatically receive a **\$3,000 Takitani Legacy Scholarship**. From this group, finalists are selected from each public school district, the Hawaii Catholic Schools, and HAIS, with each finalist receiving an **additional \$2,000** (total \$5,000).

From among these finalists, three exceptional students are honored with the top awards:

- \$10,000 Mamoru Takitani Outstanding Student Award
- \$10,000 Aiko Takitani Outstanding Student Award
- \$8,000 Karen Uno Distinguished Student Award

Legacy Scholarship Calendar*

December 1 Scholarship information is available online at

www.takitanifoundation.org.

February 1 Deadline for students to submit a hard copy of completed applications with

letters of recommendation to their Senior Advisors/College Counselor.

Schools convene scholarship selection committees.

February 8 Deadline for schools to select their Takitani Student Scholar and go online to

designate their student selection.

May Scholarship winners notified, and the finalists and top scholarship winners

announced.

June 1 Deadline for students to submit college information online to the Takitani

Foundation.

July Scholarship checks mailed to schools.

School Eligibility Requirements and Scholarship Awards

All WASC accredited public high schools and independent schools accredited by both WASC and HAIS are invited to nominate one high school senior for a Mamoru and Aiko Takitani Foundation (Takitani Foundation) scholarship award. Accredited schools with less than 100 students enrolled in grades 9-12 may also nominate a student with the understanding that their candidate will be

^{*}All deadlines close at midnight, HST.

grouped together with students from schools of similar enrollment size, and considered for one of two \$3,000 scholarships. At this time, only schools with a physical campus are eligible to nominate a scholarship candidate.

Students nominated by eligible schools with at least 100 students currently enrolled in grade 9-12 will qualify for a \$3,000 scholarship award. From the group of nominees, finalists from each school district, the Hawaii Catholic Schools, and the Hawaii Association of Independent Schools will be selected to receive an additional \$2,000 scholarship (total \$5,000). Three outstanding scholars will be selected from among the finalists for the following scholarships:

\$10,000 (Total award)	The Mamoru Takitani Outstanding Student Award
\$10,000 (Total award)	The Aiko Takitani Outstanding Student Award
\$8,000 (Total award)	The Karen Uno Distinguished Student Award

Student Eligibility Requirements

To be eligible for a Takitani Scholarship, students must meet the following requirements:

- Be a high school senior at an accredited public, private, or parochial high school in Hawaii.
- Possess a strong record of scholastic achievement and potential.
- Be an active participant in co-curricular, extra-curricular activities.
- Actively participate in community service endeavors over an extended period of time.
- Endeavor to be a candidate for undergraduate acceptance into an accredited or licensed business school, technical school, community college, or four-year college (there are no restrictions on the location of the school or field of study).
- Not be a relative of any Board Director of the Takitani Foundation.
- Demonstrate the need for financial assistance.

Procedures for School Officials

November

- Confer with your colleagues to designate ONE school representative to register online for the Takitani Legacy Scholarship Program.
- Register your school at www.takitanifoundation.org to be eligible to participate in the
 Takitani Legacy Scholarship Program. Schools that do not register will not be able to apply.
 Please reference <u>'Counselor Registration Existing Account'</u> for returning counselors, or
 <u>'Counselor Registration New Account'</u> for counselors registering for the first time as their school representative.

December

Publicize information about the Takitani Scholarship Program to seniors from December through January in school bulletins, newsletters, announcements, flyers or by other means.

- 4. Inform students that they must register at www.takitanifoundation.org and complete the application online to be eligible to apply. Students may reference the <u>student instructions</u> for information on how to apply.
- 5. Follow-up with students in January to ensure that two letters of recommendation in sealed envelopes are submitted. One must come from a teacher or academic advisor who has worked with the student academically; the other must come from a community member who is NOT affiliated with the school. Counselors should arrange for the recommendation letters to be directly delivered to them, not by the student.

February

- 6. On or before **February 1** students must submit a printed copy of their application with two letters of recommendation in sealed envelopes to their counselor to be considered for a Takitani Scholarship. Schools may set this deadline earlier if they prefer to start the selection process earlier.
- 7. Convene a selection committee of no less than three (3) members. The committee may include teachers, counselors, school administrators, and community representatives.

 Selection committee members may <u>not</u> be related to any scholarship applicant, or any Board Member of the Takitani Foundation. You may use the <u>suggested scoring sheet</u>. Schools are also welcome to develop their own criteria for scoring.
- 8. Counselors must go online at www.takitanifoundation.org on or before **February 8** to submit the name of the student they have selected as the Takitani Student Scholar representing their school. *No applicants will be accepted for consideration after this deadline.*

Student applications

Students must submit their completed application to you by **February 1** for review by your selection committee. This application will contain the following information:

- Completed Takitani Scholarship Application.
- Two letters of recommendation that are in sealed envelopes: one letter from a *school teacher* or counselor at your school and one from a *community member* not associated with your school. Counselors should arrange for the recommendation letters to be directly delivered to them, not by the student.
- First page of the Free Application for Federal Student Aid (FAFSA) Student Acknowledgement Report (SAR), with the Student Aid Index (SAI).
- The first page of the Federal Income Tax Return (Form 1040) completed within the last two
 calendar years for the student's parents or guardian. Please black out all social security
 numbers.
- Official **SAT or ACT** score report(s). (Optional)
- Copy of **school transcript** up to the first semester of senior year.

Once you have selected your school's Takitani Scholar, you must go online at www.takitanifoundation.org to enter your student's name and upload scanned copies of their two

letters of recommendation before **February 8.** Please observe this deadline.

Please direct all inquiries to the Takitani Foundation through email at info@takitanifoundation.org.

We share a deep and abiding interest in the education of our students and appreciate your participation in the Takitani Scholarship Program.

Thank you,
The MAMORU AND AIKO TAKITANI FOUNDATION, INC. Scholarship Committee

FAQs for School Counselors

1. ABOUT THE TAKITANI SCHOLARSHIP PROGRAM

What is the Takitani Scholarship Program?

Mamoru and Aiko Takitani founded Hawaiian Host, manufacturer of Hawaiian Host chocolates, and established the Mamoru and Aiko Takitani Foundation, Inc. (Takitani Foundation) to give back to the community by providing the gift of education to the young people of Hawaii. Since 1993, the Foundation has annually presented scholarships to an outstanding student from every qualifying high school in the state.

Is my school eligible to participate?

All WASC accredited public high schools and independent schools accredited by both WASC and HAIS are invited to nominate one high school senior for a Takitani Scholarship. At this time, only schools with a physical campus are eligible to nominate a scholarship candidate.

How much are the Takitani Scholarships?

Students nominated by eligible schools with at least 100 students currently enrolled in grade 9-12 will qualify for a \$3,000 scholarship award.

Accredited schools with less than 100 students enrolled in grades 9-12 may also nominate a student with the understanding that their candidate will be grouped together with students from schools of similar enrollment size and considered for one of two \$3,000 scholarships.

What is the schedule of activities for the Takitani Scholarship Program?

Please refer to the <u>Legacy Scholarship Calendar section</u>.

2. STUDENT FLIGIBILITY

What are the student eligibility requirements?

Please refer to the <u>Student Eligibility Requirements</u> section.

3. SCHOOL AND COUNSELOR REGISTRATION

How do I register for my school to participate in the Takitani Scholarship Program?

To complete the Counselor and School Registration Form, log in **here**. Please refer to the Please reference <u>'Counselor Registration – Existing Account'</u> for returning counselors, or <u>'Counselor Registration – New Account'</u> for counselors registering for the first time as their school representative.

I am in charge of the Takitani Scholarship Program at my school. If a student enters the email of a different counselor (that is not managing the Takitani Scholarship Program) into their application, will I be able to access their application for evaluation?

Only counselors that registered to participate in the Takitani Scholarship Program will be able to view their student applications.

Can multiple counselors register our school for the Takitani Scholarship Program?

Only ONE counselor from each school may register their school to avoid any confusion or possible disqualification of school-designated scholars.

4. SELECTION OF TAKITANI SCHOLARS

Who selects the Takitani Scholar for each school?

Each school is responsible for selecting their Takitani Scholar. You may use the <u>suggested scoring sheet</u> during your selection process if it is helpful, but you may use your own criteria.

How do schools select their Takitani Scholar?

Please refer to the Evaluating and Designating Takitani Scholars section for instructions.

Can our school's Takitani Selection Committee evaluate and select our Takitani Scholar using our own criteria? For example, we place a higher value on extracurricular activities than we do on grades.

Yes. Schools may set their own criteria when selecting their Takitani Scholar.

Can we set the deadline for student submission earlier so that our selection committee has more time to review the applications?

Yes, schools may determine the timeline for their own evaluation and selection process as long as they designate their Takitani Scholar by the February 8 deadline.

Can we just review the applications online instead of having the students print and give us a hard copy of their application?

Yes. We ask them to give you a hard copy just in case there is a delay on our end in processing the applications and assigning students to your account. It also is a "double-check" in the event a student turns in a hardcopy application, but we do not have a submitted application in our system for them.

Can we just review the applications in hardcopy instead of reviewing them online?

Yes, you may go through the selection process by reviewing only printed copies of student applications. However, you are required to go online to designate your Takitani Scholar by February 8.

What is the Takitani Scholarship Committee looking for when they award additional scholarships of \$2,000 - \$8,000?

The Takitani Scholarship Committee considers academic achievement, financial need, extracurricular activities, letters of recommendation, and the essay.

5. TRANSCRIPTS

Students do not have access to official school documents (transcript, letters of recommendation). Can the transcripts they upload be unofficial?

Yes.

Do counselors upload the official transcript at the time they designate their Takitani Scholar?

No, at this time we do not require that counselors upload an official transcript.

6. RECOMMENDATION LETTERS

May counselors accept letters of recommendation via email?

Yes – the counselor must directly receive the email from the recommenders. They cannot come from the student. You will need to upload this recommendation to into Foundant if you select this student as your Takitani Scholar. Be sure that the recommender includes the appropriate RECOMMENDER FORM.

How do we send over the letters of recommendation to the Takitani Foundation? Would we scan them and send it with the rest of the applicant's materials?

We require counselors to upload the letters of recommendation when they go through the designation process online. This step will not be available to counselors until all students have submitted their applications online by **February 1**, and we have assigned students to their school counselor accounts for evaluation and designation.

7. FINANCIAL INFORMATION

What do I do if a student's parents did not file taxes? Is there a form to complete?

No, if the student's parents/guardians have not filed taxes, they may upload a statement stating that they have not filed taxes in place of the tax documents. The statement must be signed by the parent/guardian. The scholarship committee may contact the student to request additional information.

8. DESIGNATION PROCESS

How do we designate our Takitani Scholar?

After the student deadline for submission, login to your account and you will see the students assigned to you for evaluation.

Why don't I see my student applications online in my account?

Your student applications will not be available on your account until after February 8, and the following happens:

- 1. The students submit their applications online by February 1
- 2. We review their applications to ensure it is complete.
- 3. We assign their applications to their school counselor for evaluation.

We will be working quickly after the **February 1** deadline to assign student applications to their counselor accounts. We have over 300 applications to process and will be working as quickly as possible so that counselors have online access as soon as possible. Please bear with us!

How will I know if a student application is ready for viewing in my account?

Once we assign a student application to their counselor for evaluation, an email notification is sent to the counselor.

I see our student applications, but when I click on their name, I do not see their entire file.

To view the entire student application, you must click on the red exclamation point (!) on the right. Please refer to the <u>Evaluating and Designating Takitani Scholars</u> section for instructions.

Does "pending" mean more applications are waiting to be assigned to us, or is this in reference to the students listed for evaluation?

It means the students you see listed have pending evaluations.

How will I know that I submitted correctly?

You will see a green checkmark to the right of the student's name and the word "Update".

Will I get a confirmation email after I designate my Takitani Scholar?

No, after you submit your Takitani Scholar designation, please check for the green checkmark to the right of the student's name and the word "Update".

I may have attached the wrong recommendation letter. How can I check?

Click on the word "Update" on the right of the student submission you want to view and check the recommendation letters that you uploaded for your designated Takitani Scholar.

How can I make sure I designated the correct student?

Click on the word "Update" on the right of the student submission you want to view to make sure you responded correctly to the question "Is this student the 202X Takitani Scholar for your school?".

Do I have to complete the evaluation process comments for students who were NOT designated as our school's scholar? What about recommendation letters?

No, as long as you checked 'No' for the questions, "Is this student the 202X Takitani Scholar for your school?", you do not have to complete the evaluation process comments, nor do you have to submit the recommendation letters.

9. Contact

Who do I contact if I need help?

Please email <u>info@takitanifoundation.org</u> for assistance.

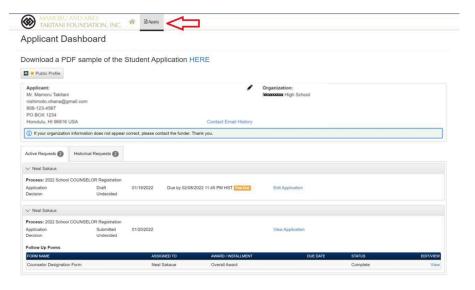
Counselor Registration – Existing Account

1. Login to your account after November 30.

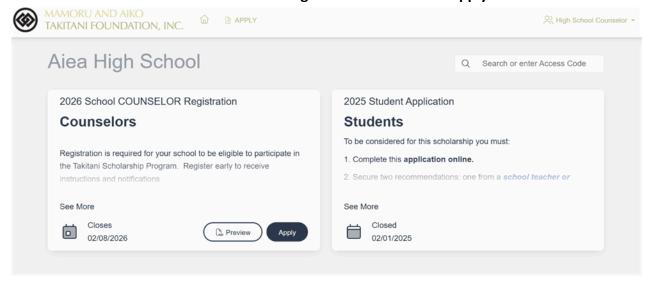


Email Address* teacher@school.com Password* Counselors and Returning Students: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password? Counselors: Have you changed schools? If you have the same email address but are representing a different school than prior years, please contact us at the email below. Not Sure? If you have already registered in the system, do not create a new account. Please contact our Scholarship Administrator, Kathy Nishimoto, at info@takitanifoundation.org to receive your username and password.

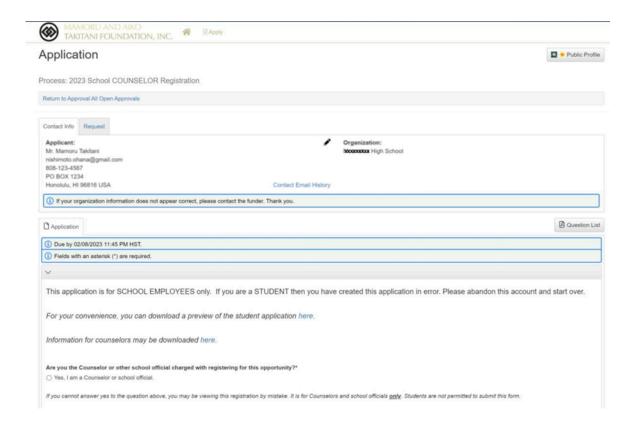
2. Click on Apply



3. Scroll down to the School Counselor Registration and click on Apply



4. Complete information and submit application

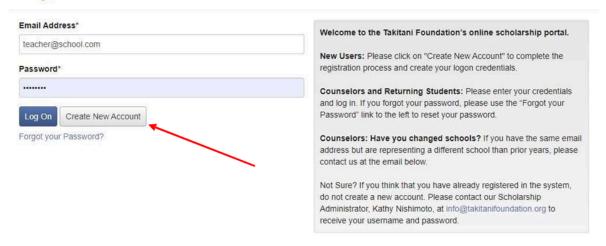


Counselor Registration – New Account

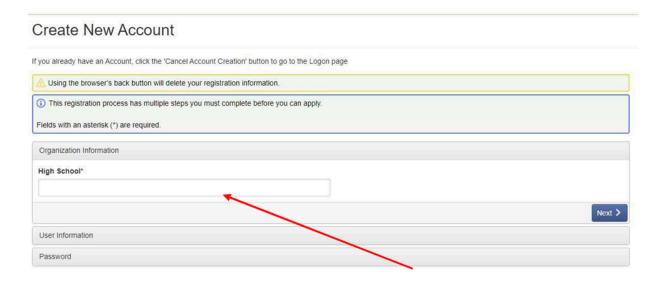
1. Click Create New Account



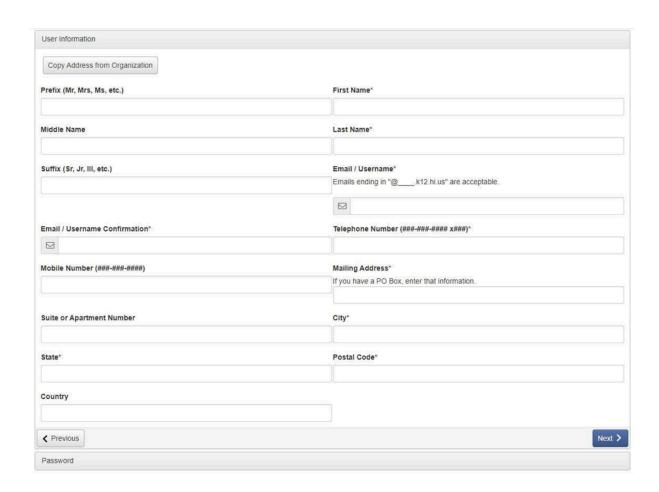
Logon



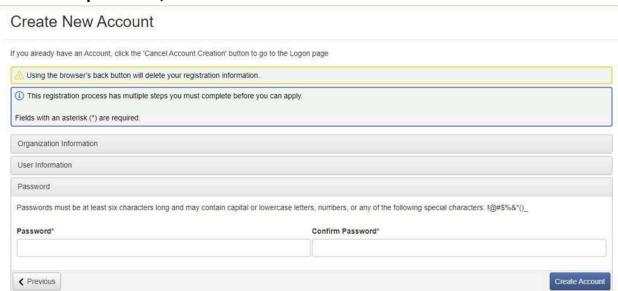
2. Enter High School



3. Enter your contact information



4. Enter a password, and click Create Account

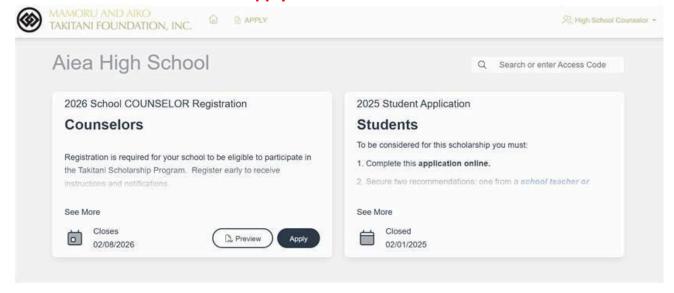


5. Confirm your email

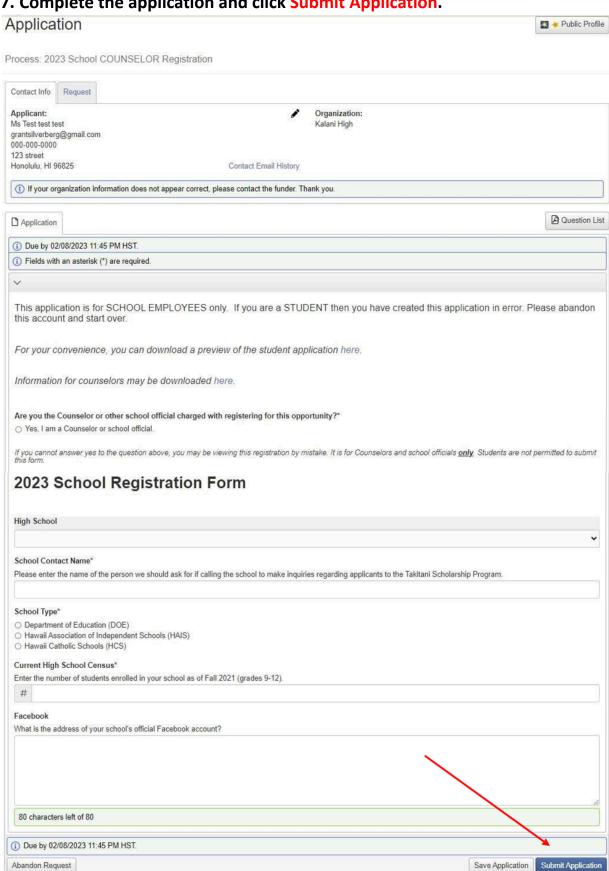
Email Confirmation



6. Select Counselors and click Apply



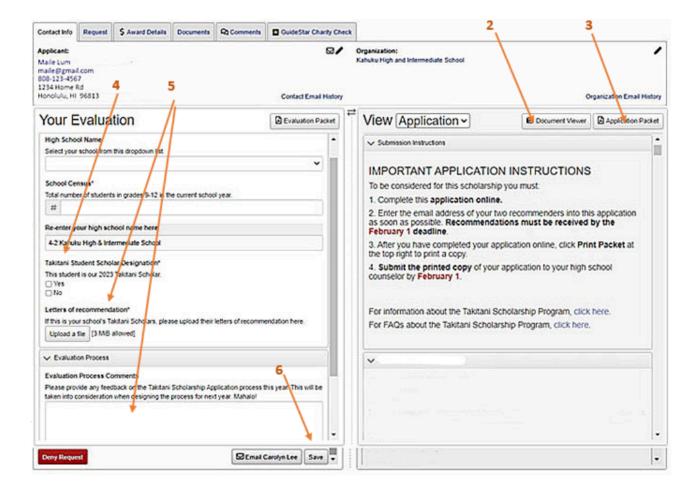
7. Complete the application and click Submit Application.



Evaluating and Designating Takitani Scholars

1) Login to your account and view your dashboard. You will find a list of applications submitted by students from your school. Click **Start** on the right to view their file.





- 2) On the right in **View Application**, click **Document Viewer** to view uploaded documents (FAFSA, transcripts, photo, etc.).
- 3) If you would like to download a PDF of the application, click Application Packet.

- **4)** Complete the questions on the left in **Your Evaluation**. When you respond to the prompt "*This student is our 202X Takitani Scholar*" by clicking **Yes**, you are designating that student as your Takitani Scholar. If you designate more than one student, your will invalidate both students.
- 5) Scroll down to submit recommendation letters and complete the Evaluation Process questions for your school's Takitani Legacy Scholar. You do NOT need to complete the evaluation process questions for other candidates, nor do you need to upload their recommendation letters.
- 6) Click Save before the February 8 deadline.
- 7) You can verify which student you have designated as the Takitani Legacy Scholar by the green check mark to the right of the candidate.



HIGH SCHOOL SCHOLARSHIP SELECTION COMMITTEE Student Scoring Sheet

This scoring sheet is provided only as **a suggested guide** for high school scholarship selection committees in their work to identify their Takitani Student Scholar. Please feel free to adapt or add criteria specific to your school and student population.

Reviewer: _____

Circle the points that apply to this applicant						
Category	None	Below Average	Average	Strong	Excellent	
Academic Achievement, Grades 9-12	0	8	15	23	30	
Financial Need/ Special Considerations	0	8	15	23	30	
Essay	0	4	7	11	15	
Extra-curricular Activities, Volunteer Community Service, Grades 9-12	0	4	7	11	15	
Letters of Recommendation	0	3	5	8	10	
Total points circled in each category						

Scale

None/Weak: No response.

Below Average: Incomplete or inadequate qualifications.

Student applicant: _____

Average: Satisfactory qualifications.

Strong: Very strong qualifications.

Excellent: Extremely strong qualifications.