



**JOHNSON BROTHERS**  
**COLLEGE SCHOLARSHIP PROGRAM**  
*Renewal Application*

The Johnson Brothers College Scholarship Program Renewal Application provides financial assistance to qualifying college students from Iowa, Minnesota, North Dakota, and South Dakota in order for students to continue their education at a college, university, licensed trade, or vocational school in the United States. Multiple scholarships are typically awarded annually with amounts and number of awards varying year-to-year.

# STOP

This is a RENEWAL APPLICATION.

This application is only for students who have applied for and received at least one but not more than three awards from the Johnson Brothers College Scholarship Program.

You may be awarded a maximum of four (4) consecutive awards.

If you have received one but not more than three awards from this program you may continue with the application.

## **INSTRUCTIONS:**

Thank you for considering applying to the Johnson Brothers College Scholarship Program. Please follow the instructions below to ensure your application meets all requirements, includes all requested documentation, and is post marked on the requested date. If these are not followed, your application will not be considered.

1. Review **Eligibility Requirements**
2. Gather and supply all **Five (5) Required Documents**
3. Complete all sections of the **Johnson Brothers College Scholarship Program Form**
4. Mail **Application and all Five (5) Required Documents** in *one envelope* postmarked by May 1, 2018 to:

**Johnson Brothers Scholarship Committee**  
1999 Shepard Road  
St. Paul, MN 55116  
Attn: Erica Koehnen

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### **Application Deadline:**

Must be Postmarked by **May 1, 2018**

*Late or incomplete applications ARE NOT considered for the scholarship.*

### **Scholarship Decisions:**

Notifications will be mailed to applicants on **May 31, 2018**

*\*Please note that Scholarship Decisions will be mailed to the Parent's/Legal Guardian's home address provided in the application.*

### **Frequently Asked Questions (FAQs):**

A list of FAQs is available at the end of the application document on page 9.

### **Questions:**

If you have questions concerning documents or eligibility, please contact us prior to mailing your application.

Erica Koehnen at [Ekoehnen@johnsonbrothers.com](mailto:ekoehnen@johnsonbrothers.com) or Alisa Hartwig at [Ahartwig@johnsonbrothers.com](mailto:ahartwig@johnsonbrothers.com)

### **Incomplete Applications:**

Will be considered ineligible and not processed.

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## REQUIREMENTS

### 1. ELIGIBILITY

Ensure you meet all the eligibility requirements below:

#### *Parental Employment Background*

- Parent or legal guardian employed full-time (40hrs/week) in a role directly relating to the wine, spirits, and/or beer business in a licensed on or off-premise establishment
  - A qualified establishment includes: liquor stores, wine shops, bars, restaurants, etc.
- Parent or legal guardian must have been employed for a minimum of one year at the qualifying establishment as of May 1, 2018. Only one parent or legal guardian needs to meet this requirement.

#### *Student Education*

- Current college student
- Maintained a minimum post-high school GPA of 2.5 (or equivalent)
- Have not received more than 3 awards from this program
- Must be planning to attend college, license trade, or vocational school full-time
  - “Full Time” enrollment varies school-by-school, please consult with your school of choice to determine “full time” status

Who is NOT Eligible:

Students who have a parent or a legal guardian that is an employee of one of the following: Johnson Brothers and affiliated companies, wineries, breweries, distilleries, rectifiers, importers, other wine, beer or liquor distributors

*Requirements continued next page.*

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**2. DOCUMENTATION**

*Obtain and submit the following **Three (3) Documents** with your application:*

**1. Parent Proof of Employment**

A signed and dated letter on business letterhead from your parents' employer confirming current, full-time (40hrs/week) employment of at least 1 year at the qualified establishment. The letter must include a job description with list of duties.

- *A qualified establishment includes: liquor stores, wine shops, bars, restaurants, etc.*

**2. Official College Transcripts**

All official college transcripts must be provided by your school in a sealed envelope.

**3. Letter of Recommendation**

Provide one letter of recommendation on college letterhead from a college professor, college guidance counselor, or college administrator in a sealed envelope.

*Application continued next page.*

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**APPLICATION INSTRUCTIONS:**

1. Complete all sections of the below application in blue or black ink, type or print.
2. All fields must be filled out. Do not leave any fields blank. Fill with N/A if needed.
3. Mail application, along with additional documents required in one envelope to:

**Johnson Brothers Scholarship Committee**  
1999 Shepard Road  
St. Paul, MN 55116  
Attn: Erica Koehnen

<b>Student Information</b>		
First Name:	Last Name:	Gender: M / F
Home Address <i>(This is where Scholarship Decisions will be mailed to):</i> Street: _____ City: _____ State: ____ Zip: _____		
Parent Phone Number: (    )    -	Student Phone Number: (    )    -	
Student Personal Email Address:	Student School Email Address:	

<b>College Information</b>	
Name of College:	Expected Start Date <i>(if applicable):</i> Month: _____ Year: _____
College Financial Aid Address: Street: _____ City: _____ State: ____ Zip: _____	
Estimated tuition for a single year <i>(2 semesters):</i> \$ _____	Estimated Cost of on-campus housing, books, etc. <i>(if applicable):</i> \$ _____
Family Gross Income: \$ _____	Year Entering: Year: ____ of ____
Expected Graduation Date:      Month: _____ Year: _____	

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<b>Eligible Parent/Guardian Work Establishment Information</b>	
First Name:	Last Name:
Name of Work Establishment:	Type of Establishment:
Work Establishment Address: Street: _____ City: _____ State: ____ Zip: _____	
Work Establishment Phone Number: (     )     -	Work Employment Start Date: Month: _____ Day: ____ Year: _____
Current Position Title:	
Supervisor Contact Name and Phone Number:	
<b>Briefly describe your post-high school extracurricular activities/community service work.</b> <i>(Attached additional pages if necessary)</i>	
<i>Example: Boys and Girls Club, Volunteer</i> <ul style="list-style-type: none"> <li>• <i>Spend time with underprivilege youth</i></li> <li>• <i>3 years with the Greater St. Paul Club</i></li> <li>• <i>Help kids gain skills and have fun in a safe environment</i></li> </ul>	<i>Clubs, Sports, etc.</i>
<b>Comments/Additional information you would like us to know.</b>	

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**STUDENT ACKNOWLEDGMENT**

I, \_\_\_\_\_, have read and understand the conditions of the Johnson Brothers Scholarship Program as explained in this renewal application. I affirm that the information contained herein is true and accurate to the best of my knowledge.

**Please acknowledge below by initialing the following:**

\_\_\_\_\_ I have included proof of employment of eligible parent

\_\_\_\_\_ I have included all official college transcripts

\_\_\_\_\_ I have included a letter of recommendation

\_\_\_\_\_ I have completed the application form and have left *no* fields blank

\_\_\_\_\_ My Parent/Legal Guardian has been employed for at least 1 year as of May 1, 2018

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*IMPORTANT: All documents must be submitted together and mailed in ONE packet and be post marked by May 1, 2018.*

*Late or incomplete applications ARE NOT considered for the scholarship.*



## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### ***Transcripts***

**1. Can my school email my transcript?**

No, a hardcopy of the transcript must be provided to you by the school in a sealed envelope.

**2. Can I print off my transcript?**

No, the transcript must be obtained by the school in a sealed envelope and submitted with your packet.

**3. Can I print off my class schedule instead of providing a transcript?**

No. Transcripts show GPAs. A school schedule does not.

**4. What if my school cannot provide an official transcript?**

A printed document showing your GPA, along with your principal's signature and contact information, provided in a sealed envelope will also qualify. All GPAs provided in this method will be verified by phone.

### ***Letters of Recommendation***

**1. Can my college professor email my letter of recommendation?**

No, it must be obtained by the college in a sealed envelope and submitted with your packet.

### ***Parent/Legal Guardian Eligibility***

**1. My parent is the owner of the establishment, what kind of proof of employment needs to be provided?**

Provide a letter indicating that the parent is an owner and general duties. Letter from "employer" on company letterhead, dated and signed, stating start date and role with company.

**2. Do I need to list incomes from both parent?**

Yes, if both parents are contributing financially to the student.

*FAQs continued next page.*

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***Other Frequently Asked Questions***

**1. How many years in a row can a student apply and be awarded a scholarship?**

An eligible student can apply yearly and **may** receive a maximum of 4 consecutive scholarship awards.

**2. Can I be awarded the scholarship and be a part-time student?**

No, student must be attending school full-time.

**3. Where will my Scholarship Decision notification be mailed to?**

Your Scholarship Decision notification will be mailed to your Parent's/Legal Guardian's home address you provided in your application

**END OF APPLICATION**