

Park Glen Neighborhood Association

**Board of Directors Meeting Minutes
February 4, 2016
Longhorn Activity Center, Fort Worth, Texas - 7pm**

Final – Approved
by the PGNA
Board 3/3/2016

- 1) Roll Call – Kevin called the meeting to order at 7:01 pm. The following Board members were present: Kevin Hammack, Russell Zwerg, Barry Bryan, Sterling Rice, Jack Webb, Bonnie Hoke, Susan Kenney
- 2) Proof of Notice of meeting or waiver – Kevin said that the meeting agenda was posted on PGNA website and facebook page.
- 3) Notice of Recordings of meetings – Kevin asked if anyone is recording at this meeting. No one said that they were.
- 4) Announcement of Actions since the 1/7/16 meeting:
 - a. Immediately after the 1/7 meeting, the Board:
 - i. Heard an appeal of violation charges on account R0329938L0279832 and approved a settlement.
 - ii. Heard a Violation Appeal - R0330560L0280463. Board determined it is a violation but suspended inspections for a period of time.
 - iii. Approved an A/R adjustment on disputed account R0328758L0278642.
 - b. On 1/9 (by e-mail), Board approved an A/R adjustment on disputed account R0328208L0278089.
- 5) Reading of Minutes of preceding meeting – Jack made a motion to approve the Jan. 7, 2016 minutes as presented. Barry seconded the motion. The motion passed unanimously.
- 6) Guests / Speakers:
 - a. Suzan Greene – Oncor – Suzan told the audience what Oncor is doing to help our neighborhood have good electric service.
 - b. Jo Lyn Haussman – Keller Independent School District Trustee – Jo Lyn addressed the audience and introduced herself, asked for questions, and gave an update on some items.
 - c. Kyle Jensen – Arcadia Park Extension (North) – A Park Glen homeowner, Kyle is the Parks & Recreation Committee Chair for the North Fort Worth Alliance of Neighborhoods. He updated how the trail in Arcadia Park at the south end will be connected to the trail at the Watauga city limits. Kyle also explained how the trail is being proposed to be extended to the north and connect with trail near northwest corner of Beach St. and N. Tarrant Pkwy.
 - d. Jodi Hight – Real Estate/ Property Values – Jodi is a Park Glen homeowner and a realtor. She went over the state of Park Glen. She said our property values have increased about 11% from the last year. \$190,000 is the average price. She said it's a seller's market. Right now, there are only 9 Park Glen houses on the market for sale. Kevin asked Jodi about the importance of deed restrictions. Jodi said they are very important, because it keeps curb appeal and consistency for the neighborhood. Jodi said it's a plus to have deed restrictions.
- 7) Reports of Officers (ref. 8.1)

- a. President
 - i. Meeting with City Planning (Feb 8) – Kevin explained that we are having a planning meeting with the City on the Vision and the Master Thoroughfare Plan.
 - ii. Town Hall with Cary Moon
 - iii. Park Glen Power Outages
 - iv. Park Cleanup – this Saturday!
 - v. Tammy Overton – Volunteer
- b. Vice President/ Treasurer
- c. Secretary
- d. Board -
 - i. Barry –
 - o Barry explained how police said it’s so important to lock cars and house.
 - o Safety Advisories from Pat Moore (NPO – South of Basswood)
 - o Village Advisors/ NNO Events – Barry explained that there are openings for Village Advisors and is another way to increase communication in neighborhood.

8) Property Managers report - Jennifer Martinez

- a. Violations Summary/ Enforcement – Jennifer went over her handout showing the percentages and number of violations. For example, rubbish and debris is 47% of violations, with 99 violations.
- b. Leaves – Contractor Bids – Jennifer said that all the bids came to about \$1,000 a day with 4 people working.

9) Reports of Committees

- a. ACC (Cecilia Shilling) – Decisions – Cecilia didn’t have anything to report.
- b. Communications - Dana Hammack
- c. Social (Events)
 - i. Eggstravaganza – March 26, 2016 – Dana said that there will be vendors and crafters, and many other activities. Location will be on Island Park.
- d. Hospitality (new homeowner greetings) - Dana Hammack
- e. Development; Traffic & Sidewalk Safety - Susan Kenney:
 - i. Susan explained about the committee and their mission they are working on.
 - ii. Susan also went briefly over the Vision and asked everyone to look at it on the website. Susan went over the 5 main points of the vision.
 - iii. Community Meeting with the City regarding our Vision for the Community and the city’s Master Thoroughfare Plan – Monday 2/8, 6-7:30pm at World Blend Coffee Shop (5410 Basswood Blvd)
- f. Violations Standards & Enforcement – Jack Webb – Jack explained that his committee will be addressing inconsistencies and development standards for violations and enforcement and bring clarity for residents.

10) Unfinished Business

11) Budget and Financials (Russell)

- a. Financial Statements – Russell went over the December financials projected onto the screen.
- b. Audit Update - Russell stated we are having a routine audit done of our year-end 9/30/15 books. Russell said he recently received the draft audit report, and there do not appear to be any problems. The auditor’s financials are very close to the ones he has already presented. Russell has some questions about a few hundred dollars and the way they categorized some things.

12) New Business

- a. **Russell made a motion that PGNA allocate up to \$1,000 from the profits of the 2015 Turkey Trot to help needy students at Park Glen Elementary School, with the donation funds and/or purchase of items to be coordinated by Kevin and Dana Hammack. Sterling seconded the motion.** There was some discussion, with Jack stating that it was important to consider that there are other elementary schools that serve the neighborhood. **Motion passed with Jack opposed.**
- b. Russell brought up a request from the Keller Central High School PTA for the Association to make a donation to the PTA's scholarship fund (\$500 was the suggested donation). There was some discussion, and no motion was offered.
- c. **Russell made a motion that PGNA authorize the scholarship program for 2016 as presented tonight and authorize the funding of up to 21 scholarships of \$500 each from the profit of the 2015 Turkey Trot. Jack seconded the motion.** Russell explained that the proposed program was very similar to last year's program. All homeowners & dependents would be eligible (not just graduating high school seniors), and past recipients would also be eligible. The proposed guidelines reflect that Mark Thiessen has agreed to serve as Program Coordinator again this year. **Motion passed unanimously.** Russell announced that we will need homeowner volunteers to serve on the Selection Committee.
- d. **Russell made a motion that PGNA accept RealManage's offer to increase the number of no-charge collection letters sent each month from 10% of 3,318 (332) to 13% (432). This will reduce the number that PGNA must pay for. The PGNA president is authorized to execute this amendment to the management agreement. Barry seconded the motion. Motion passed unanimously**
- e. **Russell made a motion to appoint Tammy Overton to serve as Chair of the PGNA Service Committee. Susan seconded the motion. Motion passed unanimously.**

13) Member Comments

14) Next Board Meeting March 3, 2016 @ LAC, 7pm

15) Adjourn – **Russell made a motion to adjourn the meeting. Jack seconded the motion. The motion passed unanimously.**

Actions since the 2/4/16 meeting:

- Immediately after the 2/4/16 meeting, the Board, approved an adjustment on homeowner account R0328001L0277882 (violation dispute).
- Also after the 2/4/16 meeting, the Board met regarding the pending litigation between PMS and PGNA and authorized Kevin Hammack and Russell Zwerg to participate in mediation with settlement authority.
- On 2/24/16, via e-mail, the Board passed this motion: I move that Maverick Lawn Care be authorized to do a day of work at a cost of up to \$2,000 to remove leaves from the streets of Park Glen.

Park Glen Neighborhood Association Balance Sheets	UNAUDITED 9/30/2015 Year End	10/31/2015	11/30/2015	12/31/2015
<u>ASSETS</u>				
Union Bank-Checking Account	\$ 126,097.49	\$ 244,710.09	\$ 259,693.51	\$ 273,221.33
Legend Bank-Checking Account	\$ 224,961.16	\$ 224,961.16	\$ 231,918.60	\$ 235,744.44
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TOTAL IN BANK	\$ 351,058.65	\$ 469,671.25	\$ 491,612.11	\$ 508,965.77
Accounts Receivable-Member Accts	\$ 189,086.04	\$ 257,629.78	\$ 243,667.22	\$ 227,193.93
Accts Receiv-Former Homeowners	\$ 36,963.54			
Bad Debt Allowance	\$(202,223.27)	\$(181,253.37)	\$(176,974.00)	\$(176,974.00)
Prepaid Expenses	\$ 1,442.00	\$ 1,350.00	\$ 92.00	\$ 92.00
Prepaid Insurance	\$ 11,413.47	\$ 10,289.79	\$ 9,181.11	\$ 8,072.43
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TOTAL OTHER CURRENT ASSETS	\$ 36,681.78	\$ 88,016.20	\$ 75,966.33	\$ 58,384.36
TOTAL ASSETS	\$ 387,740.43	\$ 557,687.45	\$ 567,578.44	\$ 567,350.13
<u>LIABILITIES</u>				
Accounts Payable & Oth Accrued Exp	\$ 31,647.58	\$ 29,892.28	\$ 36,549.78	\$ 36,887.28
Deferred Assessments Income		\$ 200,739.00	\$ 182,490.00	\$ 164,290.50
Prepaid Owner Assessments	\$ 30,773.97	\$ 6,758.03	\$ 7,741.80	\$ 6,481.50
Prepaid by Former Owners	\$ 1,357.06	\$ 1,356.85	\$ 1,356.85	\$ 1,356.85
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TOTAL LIABILITIES	\$ 63,778.61	\$ 238,746.16	\$ 228,138.43	\$ 209,016.13
<u>ACCUMULATED SURPLUS</u>				
Surplus / (Deficit) thru Prior Year	\$ 252,306.73	\$ 323,961.82	\$ 323,961.82	\$ 323,961.82
Current YTD Net Surplus / (Deficit)	\$ 71,655.09	\$ (5,020.53)	\$ 15,478.19	\$ 34,372.18
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TOTAL ACCUMULATED SURPLUS	\$ 323,961.82	\$ 318,941.29	\$ 339,440.01	\$ 358,334.00
TOTAL LIABILITIES & SURPLUS	\$ 387,740.43	\$ 557,687.45	\$ 567,578.44	\$ 567,350.13

December
Notes

includes \$590
"undeposited
receipts"

Park Glen Neighborhood Association Income Statements (fiscal years are October thru September)	2015-2016 Budget Accepted 8/11/15	Prorated Monthly Budget (1/12th of the Annual Budget)	Oct-15	Nov-15	Dec-15	Year-to-Date Actual	Prorated YTD Budget (3 months)	December Notes
Assessment Income	\$ 218,988.00	\$ 18,249.00	\$ 18,306.20	\$ 18,249.00	\$ 18,142.30	\$ 54,697.50	\$ 54,747.00	Std Mthly Amt, with \$106.70 Adjustment
Late Fee Income	\$ 20,000.00	\$ 1,666.67		\$ 13,125.00	\$ 10,970.00	\$ 24,095.00	\$ 5,000.00	
Interest on Receivables	\$ 5,000.00	\$ 416.67				\$ -	\$ 1,250.00	
Fines and Violations	\$ 7,000.00	\$ 583.33				\$ -	\$ 1,750.00	
Letter Fees Reimbursement	\$ 1,500.00	\$ 125.00				\$ -	\$ 375.00	
Legal Fees Reimbursement	\$ 7,500.00	\$ 625.00				\$ -	\$ 1,875.00	
Payment Plan Fees	\$ -	\$ -				\$ -	\$ -	
Collection Fees Reimbursement	\$ -	\$ -				\$ -	\$ -	
Returned Item Fee Reimb	\$ -	\$ -				\$ -	\$ -	
Forced Maintenance Reimb	\$ -	\$ -				\$ -	\$ -	
Interest Income	\$ -	\$ -				\$ -	\$ -	
Social Event Income	\$ 12,000.00	\$ 1,000.00		\$ 11,140.00	\$ 10,165.00	\$ 21,305.00	\$ 3,000.00	Balance of TT Income, plus \$300 HITP White Sands Mailbox Repair
Insurance Reimb (Mailbox Repair)		\$ -			\$ 850.00	\$ 850.00	\$ -	
Total Income	\$ 271,988.00	\$ 22,665.67	\$ 18,306.20	\$ 42,514.00	\$ 40,127.30	\$ 100,947.50	\$ 67,997.00	
Management Fees - Contract	\$ 24,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00	Standard Contract Amount Standard Contract Amount; no extras this month
Management Fees - Admin	\$ 33,600.00	\$ 2,800.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 6,900.00	\$ 8,400.00	
Collection Fees to Mgmt Co.	\$ 18,000.00	\$ 1,500.00	\$ 1,500.00	\$ 7,937.50	\$ 6,225.00	\$ 15,662.50	\$ 4,500.00	\$1500 Standard Contract Amount + \$4725 for Collection Letters: 710 letters sent; 378 above the allowable 10% (332) billed at \$12.50 ea.
Collection Fees-Legal/Agency	\$ 15,000.00	\$ 1,250.00				\$ -	\$ 3,750.00	Lawsuit
Legal Fees-Non Collection	\$ 16,000.00	\$ 1,333.33		\$ 5,487.50	\$ 2,155.75	\$ 7,643.25	\$ 4,000.00	
Accounting / Audit	\$ 9,000.00	\$ 750.00				\$ -	\$ 2,250.00	
Professional Fees - Elections	\$ 6,200.00	\$ 516.67				\$ -	\$ 1,550.00	
Bad Debt Expense	\$ 30,000.00	\$ 2,500.00	\$ 16,311.05	\$ (2,707.65)	\$ (2,237.28)	\$ 11,366.12	\$ 7,500.00	Correction of October Writeoffs (one account was not "former" homeowner and was paid)
Insurance	\$ 14,304.00	\$ 1,192.00	\$ 1,123.68	\$ 1,465.37	\$ 1,108.68	\$ 3,697.73	\$ 3,576.00	Standard Monthly Expense Amortization 4 Mailboxes
General Maint. & Repair	\$ 156,000.00	\$ 13,000.00			\$ 3,200.00	\$ 3,200.00	\$ 39,000.00	
Dues & Subscriptions	\$ 100.00	\$ 8.33				\$ -	\$ 25.00	

Park Glen Neighborhood Association Income Statements (fiscal years are October thru September)	2015-2016 Budget Accepted 8/11/15	Prorated Monthly Budget (1/12th of the Annual Budget)	Oct-15	Nov-15	Dec-15	Year-to-Date Actual	Prorated YTD Budget (3 months)	December Notes
Supplies	\$ 500.00	\$ 41.67				\$ -	\$ 125.00	
Postage & Courier	\$ 2,000.00	\$ 166.67				\$ -	\$ 500.00	
Printing & Reproduction	\$ 500.00	\$ 41.67				\$ -	\$ 125.00	
Storage	\$ 1,169.00	\$ 97.42	\$ 92.00	\$ 92.00	\$ 92.00	\$ 276.00	\$ 292.25	Monthly Storage Unit Rent
Licenses & Permits / Filings	\$ 200.00	\$ 16.67				\$ -	\$ 50.00	
Social Activities	\$ 30,000.00	\$ 2,500.00		\$ 5,435.56	\$ 5,303.57	\$ 10,739.13	\$ 7,500.00	Balance of TT Expense and HITP Expense Homeowner Prizes: \$935.74 Holiday Decorating Gift Cards, \$50 Newsletter Crossword Contest
Community Engagement					\$ 985.74	\$ 985.74	\$ -	
Scholarships/Charitable	\$ 10,000.00	\$ 833.33				\$ -	\$ 2,500.00	
Hospitality	\$ 1,200.00	\$ 100.00			\$ 28.00	\$ 28.00	\$ 300.00	Printing for Hospitality
Board & Community Meetings	\$ 1,500.00	\$ 125.00			\$ 4.00	\$ 4.00	\$ 375.00	Printing for Meetings
Website	\$ 1,000.00	\$ 83.33			\$ 17.85	\$ 17.85	\$ 250.00	Website Hosting-3 mos.
Bank & Credit Card Fees	\$ -	\$ -		\$ 5.00		\$ 5.00	\$ -	
Miscellaneous	\$ -	\$ -			\$ 50.00	\$ 50.00	\$ -	RealManage charge for emergency Irrigation repair. I need to know more about this; suspect it is not really ours.
Total Expense	\$ 370,273.00	\$ 30,856.08	\$ 23,326.73	\$ 22,015.28	\$ 21,233.31	\$ 66,575.32	\$ 92,568.25	
Net Surplus / (Deficit)	\$ (98,285.00)	\$ (8,190.42)	\$ (5,020.53)	\$ 20,498.72	\$ 18,893.99	\$ 34,372.18	\$ (24,571.25)	

Accounts Receivable Recap	2/4/16	1/7/16	Change
Accounts owing \$2,000 or more	24	24	0
Accounts owing between \$1,000 and \$1,999	54	54	0
Accounts owing between \$500 and \$999	51	53	-2
Accounts owing between \$112 and \$499	96	109	-13
Accts owing between \$66 and \$111. Most of these were current before the last assessment	166	282	-116
Accounts owing less than \$66. Most of these paid their latest assessment but have some small old items or new late fees (e.g. they paid their latest assessment after late fees were billed)	159	144	15
Total Past Due # of Accounts:	550	666	-116
% of 3,318 Homeowners:	16.6%	20.1%	
Total Past Due \$ Owed:	\$209,516.86	\$222,020.20	-\$12,503

PARK GLEN NEIGHBORHOOD ASSOCIATION

2016 SCHOLARSHIP PROGRAM

A. PURPOSE:

The Park Glen Neighborhood Association has authorized the Scholarship Program to recognize, reward, and develop members of our neighborhood and their dependents who have exhibited commendable academic success, leadership, and volunteer & extracurricular involvement.

B. GUIDELINES

1. A number of \$500 scholarships will be awarded for undergraduate, graduate or vocational-technical study in the upcoming fall semester. A check will be mailed to the school where each selected recipient is officially registered and has an official student ID. The funds are to be sent directly to the recipient's school and applied to the student's account to cover any fees/expenses charged by the school and not covered by any other scholarship.
2. Park Glen homeowner Mark Thiessen will serve as the Scholarship Program Coordinator. In the event of a vacancy in the position of Program Coordinator, the President shall designate himself or herself, another Board member, or a responsible non-Board member (with approval by the Board). The Program Coordinator must affirm in advance that he or she has no close connection to any potential scholarship applicant.
3. The President shall appoint a Scholarship Selection Committee of at least three members, with approval by the Board. The Program Coordinator may not serve on the Selection Committee. Selection Committee members must affirm in advance that they have no close connection to any potential scholarship applicant. The Selection Committee will select the recipients of scholarships, based on eligibility requirements and using methods and criteria set by the Selection Committee.
4. The Park Glen Neighborhood Association reserves the right to review the guidelines and procedures of the Scholarship Program and to make changes at any time, including termination or reduction of the program.
5. Any awarded but unpaid or refunded scholarships will not be awarded to alternate recipients.
6. The Selection Committee may choose to award fewer than the authorized number of scholarships, depending on eligibility, selection criteria, application content, and other factors.
7. PGNA bears no responsibility for impact of a scholarship on a recipient's or family's tax status or financial aid.
8. Any questions or comments should be directed to the Scholarship Program Coordinator at PGNAScholarship@gmail.com.

C. ELIGIBILITY:

1. Applicant must be an owner or dependent of an owner of a Park Glen home. That homeowner must be a member in good standing of the Park Glen Neighborhood Association at the time of application and at the time of payment, if a scholarship is awarded. "Good standing" means no current or outstanding violations and no past due amounts owed to the Association.
2. Applicant must be/have been active in school and/or community activities and demonstrate leadership and volunteer & extracurricular involvement.
3. Applicant must have a minimum cumulative grade point average of 3.00 on a 4.00 scale (or the equivalent (80% or better) in high school and/or college, if applicable).
4. Each scholarship awardee must provide proof of registration and his or her student identification number to the Program Coordinator no later than **September 1, 2016**.
5. If an awardee chooses to no longer receive the award, does not attend school, or becomes ineligible for any reason after the scholarship is paid, the awardee is responsible for ensuring that the award is refunded to PGNA.

D. APPLICATION PROCESS:

1. A complete application package will include all of the following:
 - a. The 3 pages of the Application Form, filled out completely, signed by applicant, by the Park Glen homeowner, and by the applicant's parent or guardian (unless applicant is an independent student).
 - b. Two Letters of Recommendation from a teacher, school principal, professor, counselor, employer, minister, or any reference over the age of 21.
 - c. The most recent high school or college transcript, as applicable.
2. Applicants are responsible for gathering and submitting all required information. Since applications are evaluated on the information supplied, all questions should be answered as completely as possible.
3. The complete application package must be submitted no later than 11:59 pm on **June 1, 2016** by e-mail to the Program Coordinator at PGNAScholarship@gmail.com or by mail or in-person delivery (sealed in an envelope marked "Scholarship Application") to Mark Thiessen, c/o Farmer's Insurance; 4610 Western Center Blvd, Suite 118; Haltom City, TX 76137. Mark's office is at the corner of Silver Sage and Western Center between the Valero and the donut shop.
4. The Program Coordinator will confirm all applications by e-mail within 48 hours of receipt. If you do not receive the confirmation, contact the Program Coordinator.
5. Once an application is submitted, no further revisions or additions can be made.
6. It is recommended that you retain a copy of your entire application and attachments for your records and for resubmission, if necessary.
7. Applications and all supporting documents will not be returned to the submitter, but will be retained for some period of time before being destroyed.
8. Applications are considered confidential and will be handled and viewed only by the Program Coordinator and Selection Committee.
9. The Program Coordinator will assign a unique number to each applicant, write the number on each page of the submitted package, redact the applicant's name and other identifying information (e.g. address, Social Security #) throughout the package (except for page 1 of the application form), and provide the complete package (except for page 1 of the application form) to the Selection Committee. The Selection Committee will consider the applications by the assigned numbers only, without knowing the identities of the applicants.
10. All applicants agree to accept the decisions of the Selection Committee as final.
11. Selected awardees will be notified by **June 30, 2016**. The list of selected awardees will be published on the www.parkglen.org website and published in the community newsletter. Applicants agree to the publication / announcement of their names for this purpose.
12. Each selected awardee must provide the following to the Program Coordinator no later than September 1, 2016:
 - proof of registration (e.g. enrollment confirmation, fee statement, class schedule),
 - his or her student identification number
 - the address of the Bursar, Financial Aid, or Scholarship office to which the payment should be sent.The Program Coordinator will confirm the receipt of this information by e-mail within 48 hours.
13. The Program Coordinator will process scholarship payments on or soon after the later of **July 21, 2016** or the date awardee provides proof of registration and student identification number to the Program Coordinator. Awardee forfeits the scholarship award if the proof of registration and student identification number is not provided to the Scholarship Program Coordinator information by **September 1, 2016**.
14. Awardees are required to timely notify the Program Coordinator of any change in address, school enrollment, or other relevant information.

PARK GLEN NEIGHBORHOOD ASSOCIATION SCHOLARSHIP PROGRAM 2016 APPLICATION FORM

APPLICANT INFORMATION:

Applicant Name: _____

Address: _____

Phone #: _____ E-mail Address: _____

HOMEOWNER INFORMATION & CERTIFICATION:

Name of owner(s) of Park Glen home: _____

Park Glen Address: _____

Is the applicant your dependent, yourself, or the co-owner of your Park Glen home? YES NO

The undersigned homeowner authorizes the Scholarship Coordinator to be given information from Park Glen Neighborhood Association records regarding property ownership, the current status of amounts owed, and the existence of any open violations for the property.

Signature of Homeowner

Date

APPLICANT (& PARENT/GUARDIAN) CERTIFICATION:

All information provided in this application is true and accurate. I/We understand that if Applicant is chosen to receive a scholarship, final approval is contingent upon meeting all of the requirements described above. If Applicant does not meet the requirements, he or she relinquishes any right to the PGNA scholarship. If Applicant is awarded a scholarship, I/We agree to the publication of Applicant's name in reference to the award. I/We agree to regard the decision of the Scholarship Selection Committee as final.

Signature of Applicant

Date

Signature of Parent or Guardian (if applicant is not an independent student)

Date

In addition to this 3-page form, please also submit two letters of recommendation and your most recent high school or college transcript, as applicable.

EDUCATIONAL HISTORY AND GOALS:

Year of High School Graduation or Equivalent: _____

Cumulative High School GPA: _____ Cumulative post-High School GPA (if any): _____

Name of College / University / Vocational-Technical School you plan on attending:

Please describe your proposed field of study and future career plans: _____

VOLUNTEER EXPERIENCES:

Please list up to four instances of your most meaningful volunteer experiences during the last four years. Please explain each experience in one paragraph or less.

1. Date(s): _____ Volunteer Organization: _____

2. Date(s): _____ Volunteer Organization: _____

3. Date(s): _____ Volunteer Organization: _____

4. Date(s): _____ Volunteer Organization: _____

LEADERSHIP ROLES:

Please list below the roles that you have taken in any clubs or organizations that you are involved in. Please list both school organizations and community organizations. Use only the space provided.

EXTRACURRICULAR:

Please list below organizations/professional organizations and activities that you have been involved with in and outside of school. Use only the space provided.

1. Organization/Activity/Date(s): _____
2. Organization/Activity/Date(s): _____
3. Organization/Activity/Date(s): _____
4. Organization/Activity/Date(s): _____

Please list below any awards that you have received in the last four years.

EMPLOYMENT:

Please list below your employment history for the last two-year period, if applicable:
Business / Name / Location / Dates (Month/Year)

EXTENUATING CIRCUMSTANCES:

Please describe briefly any special circumstances which you feel may have had an impact on your or your family's financial situation.
