



The Cenveo Scholarship Program

THE PROGRAM

The Cenveo Scholarship Fund has established a scholarship program to assist Cenveo employees' children who plan to continue their education in college or vocational school programs. Scholarships are offered each year for full-time study at an accredited institution of the student's choice.

This scholarship program is administered by Scholarship Management Services[®], a division of Scholarship America[®]. Scholarship Management Services is the nation's largest designer and manager of scholarship and tuition reimbursement programs for corporations, foundations, associations and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, gender, disability or national origin.

ELIGIBILITY

Applicants to the Cenveo Scholarship Program must be -

- Dependent* children, age 24 and under, of regular full-time employees of Cenveo and affiliated companies who have a minimum of one year of employment with the company as of the application deadline.

** Dependent children are defined as natural and legally adopted children or stepchildren living in the employee's household or primarily supported by the employee.*

Students from the United States

Applicants must be high school seniors or graduates who plan to enroll or students are already enrolled in full-time undergraduate study at an approved or accredited two-year or four-year college, university, or vocational-technical school or other school that may grant a college degree, vocational-technical certification, or facilitate career development for the entire upcoming academic year.

Students from India and Canada

Applicants must be students in the final year of secondary school or secondary school graduates who plan to enroll or students who are already enrolled in full-time university level studies.

AWARDS

Awards ranging from \$1,000 to \$5,000 will be given. Awards will be granted in proportion to the applications received by country location, provided there are qualified applicants.

Financial need will be considered in determining the amount of each award. Potential recipients who demonstrate no need will be eligible to receive an honorarium at the minimum amount.

The award checks will be issued in United States currency.

Awards are not renewable; however, students may reapply to the program each year they meet eligibility requirements.

Awards are for undergraduate study only.

APPLICATION

Interested students must complete the application in English and mail it along with a current, complete transcript of grades and any other required documents to Scholarship Management Services postmarked no later than **April 30**. Grade reports are not acceptable. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken. Applicants will receive acknowledgment of receipt of their application. If an acknowledgment card is not received within four weeks, applicants may call Scholarship Management Services to verify that the application has been received.

Due to differences in educational systems, applicants from India and Canada must provide the following materials:

- English translations for all non-English documents
- Clear photocopies of the following educational documents must be sent with the application:
 1. Students currently or previously enrolled in an institution of higher education (university) must include the following documents:
 - ✓ Academic record (transcript of grades) for all higher education course work completed, and
 - ✓ Secondary school credential/diploma/certificate.
 2. Current secondary school students and students who have completed less than one year of higher education (university) must include the following documents:
 - ✓ Academic record (transcript of grades) for all secondary education course work completed during the past three years, and
 - ✓ Results of academic examinations.

Applicants are responsible for gathering and submitting all necessary information. Instructions for U.S. (and Canadian) students to assist in completing the Financial Data section of the application are found below. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by Scholarship Management Services.

SELECTION OF RECIPIENTS

The program will utilize standard Scholarship Management Services recipient selection procedures including the consideration of past academic performance and future potential, leadership and participation in school and community activities (if characteristic of country), work experience, statement of career and educational aspirations and goals, unusual personal or family circumstances, and an outside appraisal.

Students from India and Canada

The academic evaluation for international applicants will include a review of the grade/mark-average based on the grading system used in the applicant's country and a review of the results of academic examinations. This information is evaluated to complete the academic ranking of international applicants.

Once scholarship recipients are selected, financial data is reviewed to determine the amount of each award, ranging from \$1,000 to \$5,000. The minimum award of \$1,000 is considered an honorarium.

Selection of recipients is made by Scholarship Management Services. In no instance does any officer or employee of Cenveo play a part in the selection. All applicants agree to accept the decision as final.

Applicants will be notified by early June. Not all applicants to the program will be selected as recipients. Students may reapply to the program each year they meet eligibility requirements.

PAYMENT OF SCHOLARSHIPS

The Cenveo Scholarship Fund processes and sends the scholarship payments by August 17. The check is mailed to each recipient's home address and is made payable to the school for the student.

OBLIGATIONS

Recipients have no obligation to the Cenveo Scholarship Fund or Cenveo and affiliated companies. They are, however, required to notify Scholarship Management Services of any changes in address, school enrollment, or other relevant information and to send a complete transcript when requested. Recipient and Employee both agree to allow Cenveo to release their names in the event a company announcement is made listing recipients of the scholarship program.

REVISIONS

The Cenveo Scholarship Fund reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time including termination of the program.

ADDITIONAL INFORMATION

Questions regarding the scholarship program should be addressed to:

Cenveo Scholarship Program
Scholarship Management Services
One Scholarship Way
Saint Peter, MN 56082 U.S.A.

Telephone: (507) 931-1682



INSTRUCTIONS FOR COMPLETING THE FINANCIAL DATA SECTION OF THE APPLICATION

The Financial Data section of the application should be completed by the Cenveo employee. Information should be from a completed tax return or based on estimated information to be filed with the IRS/Revenue Canada.

1. **State/Province of Residence** is the state/province where the parents reside and pay state/province income tax.
2. **Adjusted Gross Income** can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law. For Canadian applicants, report Taxable Income (both parents).
3. **U.S./Canadian Total Federal Tax Paid** includes the total amount of **federal** income tax to be paid. This is **not** the amount withheld from employee's paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) Do **not** report state/province income tax.
4. **Total Income** of parent(s) should be reported individually. Provide information for both natural parents when possible. **If the student resides with only one parent**, financial information **must** be received from the employee or member of the company sponsoring the scholarship program and from the parent who claims the child as a dependent for tax purposes. If a parent has remarried, the spouse's information is required if the spouse is a legal guardian of the student, or claims the student as a dependent, or the student is included in the spouse's benefit plan. **If necessary, two Financial Data sections may be submitted by the student.** A copy of the Financial Data section may be made in order for one to be completed by each parent.
5. **Untaxed Income and Benefits** (For U.S. applicants only) include any other income or benefits not included in the adjusted gross income figure. Do not include untaxed contributions to retirement plans.
6. **Medical and Dental Expenses** include only those expenses not paid by insurance. Do not include premium payments.
7. **Total Cash, Checking, Savings, Cash Value of Stocks, etc.**, includes liquid assets that can be used for educational expenses. **Do not include** IRA, 401k, RRSP, or other retirement plan funds.
8. **Total number of family members** living in the household and primarily supported by the reported income may include:
 - the applicant
 - the applicant's parents
 - other children living in the household
 - dependent college students living away from home
 - other people who live in the household and receive more than half of their support from the reported income
9. **Marital status** is the current status of the person from whom the financial information is submitted.
10. **Of the total number of family members on line 8, number of students attending college** includes family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Include the applicant in this number. Do not include parents.

NOTE: Any exceptions to providing financial information as instructed above must be submitted to Scholarship Management Services in writing.

The Cenveo Scholarship Program

TYPE OR PRINT ALL INFORMATION IN ENGLISH EXCEPT SIGNATURES

Completeness and neatness ensure your application will be reviewed properly.

Application postmark deadline April 30, 2012

FOR
SCHOLARSHIP
MANAGEMENT
SERVICES
USE ONLY

I.D. #	AA	PD	RIC/CS	GPA	SATCR	SATM	SATW	ACTC	TOTAL

APPLICANT DATA

Last Name _____ First _____ Middle Initial _____
 Permanent Home Mailing Address _____ Apartment # _____
 City _____ State/Province _____ ZIP/Postal Code _____ Country _____
 Telephone (_____) _____ Date of Birth: Month _____ Day _____ Year _____
 Email Address _____

Please indicate your status. (For statistical purposes only) Male Female

American Indian/Alaska Native Black/African American Multi-Racial White
 Asian Hispanic/Latino Native Hawaiian/Pacific Islander

EMPLOYEE PARENT OR GUARDIAN INFORMATION

Last Name _____ First _____ Middle Initial _____
 Employee ID # _____ Work Telephone (_____) _____
 Email Address _____
 Home Address _____ City _____ State/Province _____ ZIP/Postal Code _____ Country _____
 Work Location City _____ State/Province _____ Country _____
 Most Recent Date of Hire: Month _____ Day _____ Year _____
 Relationship to Applicant _____ The applicant is a dependent of the employee Yes No

HIGH SCHOOL/ SECONDARY SCHOOL DATA

School Name _____ Dates of Attendance: From _____ To _____
 City _____ State/Province _____ Country _____ Telephone (_____) _____
 Degree or Certificate Awarded _____ Secondary School Completion Date: Month _____ Year _____

POST-SECONDARY SCHOOL DATA

Name of college, university or other postsecondary school you plan to attend during the next academic year _____
 Address _____ City _____ State/Province _____ Country _____

4 yr. College or University 2 yr. Community or Junior College
 Vocational-Technical School Other, explain _____

Year in school next academic year: 1 2 3 4 5

Date academic year begins _____ and ends _____
 Major or course of study you plan to pursue _____ Length of program: Months _____ Years _____
 When do you expect to complete the program/graduate? _____
 What certificate/degree will you earn by that date? _____

U.S. applicants only: Student will: live on campus live off campus commute from home
 If school choice is a public institution, applicant will pay: in-state resident tuition out-of-state tuition

Sending a resumé does not replace any part of this application. If space provided in any section is inadequate, you may continue on additional sheets. Attachments must follow the same format. DO NOT repeat information already reported on the application form. Your name, address and name of this scholarship program should be included on all attachments.

WORK EXPERIENCE

Describe your work experience during the **past four years**. Indicate dates of employment for each job and approximate number of hours worked each week.

Employer/Position	From - Mo/Yr	To - Mo/Yr	Hours per Week	Were you paid for your work?
				YES / NO
				YES / NO
				YES / NO
				YES / NO

ACTIVITIES, AWARDS AND HONORS

List all extracurricular activities (in and outside of school) in which you have participated during the **past four years** (e.g., student government, music, sports, volunteer work, scouts, etc.). Indicate all special awards, honors and offices held. **Separate high school/secondary school activities from college/postsecondary activities.**

Activity	No. of Years Partic.	Special Awards, Honors	Offices Held	Activity	No. of Years Partic.	Special Awards, Honors	Offices Held

GOALS AND ASPIRATIONS

Make a brief statement or summary of your plans as they relate to your educational and career objectives and long-term goals.

UNUSUAL CIRCUMSTANCES

Please describe how and when any unusual family or personal circumstances have affected your achievement in school, work experience, or your participation in school and community activities.

APPLICANT APPRAISAL (REQUIRED)

To the Applicant: This section is required and must be completed in the format provided. If incomplete, your application will not be evaluated. The section is to be completed by a high school or college counselor or advisor, an instructor, or a work supervisor who knows you well.

To the Adult Appraiser: *You have been asked to provide information in support of this application. Please give immediate and serious attention to the following statements. When complete, please return to applicant. If you prefer, photocopy this section and return to applicant in a sealed envelope. A letter of recommendation does not replace this section.*

The applicant's choice of a postsecondary educational program is	<input type="checkbox"/> extremely appropriate	<input type="checkbox"/> very appropriate	<input type="checkbox"/> moderately appropriate	<input type="checkbox"/> inappropriate
The applicant's achievements reflect his/her ability	<input type="checkbox"/> extremely well	<input type="checkbox"/> very well	<input type="checkbox"/> moderately well	<input type="checkbox"/> not well
The applicant's ability to set realistic and attainable goals is	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor
The quality of the applicant's commitment to school and/or community is	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor
The applicant is able to seek, find, and use learning resources	<input type="checkbox"/> extremely well	<input type="checkbox"/> very well	<input type="checkbox"/> moderately well	<input type="checkbox"/> not well
The applicant demonstrates curiosity and initiative	<input type="checkbox"/> extremely well	<input type="checkbox"/> very well	<input type="checkbox"/> moderately well	<input type="checkbox"/> not well
The applicant demonstrates good problem-solving skills, follows through, and completes tasks	<input type="checkbox"/> extremely well	<input type="checkbox"/> very well	<input type="checkbox"/> moderately well	<input type="checkbox"/> not well
The applicant's respect for self and others is	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor

Comments: _____

Appraiser's Name _____ Title _____ Telephone (_____) _____

Signature _____ Date _____

Appraiser's Business Address: Street _____ City _____ State/Province _____ ZIP/Postal Code _____ Country _____

UNITED STATES AND CANADIAN APPLICANTS

Transcript Information

A complete transcript of grades **must** be sent with this application. Grade reports are not acceptable.

- Students currently or previously enrolled in college or vocational-technical school must** include all college or vo-tech transcripts of grades from each school attended. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken. (Completion of item 2 below is not necessary.)
- High school seniors and students who have completed less than one full quarter or semester** of postsecondary education **must** include a high school transcript of grades and have this section completed by the appropriate school official. **(A clear explanation of the school's grading scale must also be submitted.)**

Rank _____ Class Size _____ Cumulative GPA _____ /4.0 scale

SAT Critical Reading _____ Math _____ Writing _____

ACT English _____ Math _____ Reading _____ Science _____ Composite _____

Official's Name _____ Date _____

Signature _____ Phone (_____) _____

Financial Data

The Cenveo employee should complete this portion of the application. Income and tax figures are from a completed and filed federal tax return for prior year. This data will be used to determine the award amount should the applicant be chosen as a recipient. **If this section is not completely filled out, the student will be considered for a minimum award only.**

- State/Province of Residence: _____
- Adjusted Gross Income: _____ \$ _____
- Total U.S. Federal or Canadian tax paid: _____ \$ _____
- Total income of father: _____ \$ _____
Total income of mother: _____ \$ _____
- U.S. only - Yearly untaxed income & benefits (Social Security, ADC, etc.): _____ \$ _____
- Medical/dental expenses not paid by insurance: ... \$ _____
- Total cash, savings, checking and cash value of stocks: _____ \$ _____
- Total number of family members living in the household and primarily supported by the reported income: # _____
- Marital status of employee parent:
 Married Divorced Separated Widowed Single
- Of the total number of family members on line 8, number of students attending college at least half-time during the next school year (include applicant, exclude parents): _____
- List any grants or scholarships awarded for the coming school year only:

Name of Award:	Amount:	Check one:
_____	\$ _____	<input type="checkbox"/> Granted <input type="checkbox"/> Pending
_____	\$ _____	<input type="checkbox"/> Granted <input type="checkbox"/> Pending

APPLICANTS FROM INDIA

Academic and Financial Information (REQUIRED)

This application for a scholarship becomes complete and valid only when you have returned the following:

- Student application – completed in English.
- English translations for all non-English documents.
- Clear photocopies of the following educational documents **from the past four years:**
 - Transcript of grades (academic record) – Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken,
 - Secondary school diploma or certificate if earned, and
 - Results of examinations.
- Itemized school costs for one academic year:

	Local Currency	U.S. Equivalent
Tuition:	_____	\$ _____
Fees:	_____	\$ _____
Books:	_____	\$ _____
Transportation:	_____	\$ _____
Room:	_____	\$ _____
Board (estimate if living at home):	_____	\$ _____
TOTAL:	_____	\$ _____
5. How do you plan to pay your school costs?		
Parent/family contribution:	_____	\$ _____
Personal savings:	_____	\$ _____
Income during school year:	_____	\$ _____
School financial aid:	_____	\$ _____
Other loans:	_____	\$ _____
Other scholarships:	_____	\$ _____
Government subsidy:	_____	\$ _____
Total family income for one year: ...	_____	\$ _____

Total number of family members attending postsecondary school at least half-time during the next school year (include applicant, exclude parents): _____

APPLICATION CHECKLIST

The student is responsible for submitting all materials to Scholarship Management Services on time. Incomplete applications will not be evaluated. This application becomes complete and valid only when all of the following materials have been received:

- Student Application with completed Applicant Appraisal
- Current Complete Transcript(s) of Grades (including grading scale)
- Other required documents per program guidelines

All materials, including transcript, must be addressed to:

Cenveo Scholarship Program
Scholarship Management Services
One Scholarship Way
Saint Peter, MN 56082 U.S.A.

Postmark deadline: April 30, 2012

CERTIFICATION

Scholarship Management Services has the sole responsibility for selecting recipients based on criteria as set forth in the program's description. This application becomes the property of Scholarship Management Services. (It is recommended you keep a copy for your files.)

I acknowledge decisions are final. I certify I meet eligibility requirements of the program as described in the guidelines and the information provided is complete and accurate to the best of my knowledge. If requested, I will provide proof of information, including an official transcript of grades and a copy of my U.S. Income Tax Return (U.S. Applicants). Falsification of information may result in termination of any award granted.

Applicant's Signature _____ Date _____

Employee's Signature _____ Date _____