

# 2017 Kwik Trip Family Scholarship Program



## ***Kwik Trip Mission Statement***

*"To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated and to make a difference in someone's life."*



*Kwik Trip is owned by four generations of the Zietlow family and averages 2400 new jobs created each year!*

## ***About the Program***

Kwik Trip Family Scholarships are awarded to eligible Kwik Trip co-workers or children of Kwik Trip co-workers. Each scholarship is \$2000. The program is funded through the generosity of Kwik Trip, Inc. and is subject to review each year.

## ***Timeline***

1. Scholarship application information is made available [December 1st, 2016](#).
2. Deadline for applications is [April 30<sup>th</sup>, 2017](#).
3. Kwik Trip will mail checks to each recipient's home address by [June 30<sup>th</sup>, 2017](#).

## ***Eligibility Requirements***

1. Applicant must be a Kwik Trip co-worker or have a parent or legal guardian who is a Kwik Trip co-worker who has a minimum of **nine months of employment as of April 30<sup>th</sup>, 2017**.
2. Applicant or the applicant's legal guardian must be at an overall rating of **Fully Meets Standards** or higher on their most recent performance appraisal.
3. Applicant or the applicant's legal guardian must have worked a **minimum of 350 hours** (from May 1<sup>st</sup> 2016 through April 30<sup>th</sup>, 2017) and be employed at Kwik Trip at time of award.
4. Applicant must be a high school senior or graduate, or college undergraduate, who is enrolled or who will be enrolled in a full-time undergraduate course of study at an accredited public or private two or four-year college, university, or vocational/technical school in the United States.
5. Applicant must have a **cumulative grade point average of 3.0** or higher.
6. Applicant must exemplify the portion of Kwik Trip's mission statement: **"To Make a Difference in Someone's Life."** (Applicant must exhibit good service to others through their school and community activities.)
7. Scholarships are non-renewable. However, an applicant can re-apply each year for up to four years, if they continue to meet the eligibility requirements.

## ***Applications***

Interested students must complete the Kwik Trip Family Scholarship Application and mail it with supporting documents including a current official transcript of grades and an original essay to Kwik Trip postmarked no later than [April 30<sup>th</sup>, 2017](#). Applicants are responsible for gathering and submitting all necessary information. It is important to answer all questions as completely as possible. All information received is considered confidential and is reviewed only by the Kwik Trip Scholarship Committee. Applications are available on Kwik Net or in EMSS.

## ***Selection of Recipients***

Scholarship recipients are selected after a careful review of the eligibility and application materials for each applicant. Scholarship recipients will be notified of their award by June 30<sup>th</sup>, 2017. The names of the recipients will be released at that time.

## ***Payment***

Each check will be mailed to the recipient's home mailing address by June 30<sup>th</sup>, 2017. The checks will be made payable jointly to the recipient and the school and must be endorsed by both.

## ***Important Tax Withholding Information***

Kwik Trip Family Scholarships are considered income and regarded as a **taxable benefit** for payroll purposes.

In order to comply with federal law, either the co-worker recipient or their co-worker parent will see \$500 of additional income listed on each of four payroll check statements dated 7/14/17, 7/28/17, 8/11/17, and 8/25/17. This is "non-cash" since the scholarship money is distributed on a separate check. These same statements will have taxes deducted for this income -- resulting in reduced take-home pay.

To get an idea of the tax burden, use the pay check modeling function on EMSS. This feature contains your current information including W-4 elections. Add \$500 to your normal Wages Gross Amount, click Calculate, then subtract \$500 from the Wages Net Amount. This will model your take-home pay for the payroll checks listed above. For assistance, call the HR Contact Center at 608-793-6000.

Although these four payroll checks will be reduced because of the required tax, out-of-pocket educational expenses are often refundable by filing for Educational Credits such as the American Opportunity and Lifetime Learning Credits (Federal form 8863) with your personal income tax return. As always, consult your tax preparer for professional advice.

**Submit the Application forms, official transcripts,  
and completed essay [by April 30<sup>th</sup> 2017](#) to:**

**Kwik Trip, Inc.  
Attention: Steven Wrobel, Scholarship Selection Committee  
1626 Oak Street Box 2107  
La Crosse, WI 54602-2107  
[swrobel@kwiktrip.com](mailto:swrobel@kwiktrip.com)**



**SECTION I: PERSONAL INFORMATION (Continued)**



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Name of Applicant \_\_\_\_\_

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**Are you, or your Legal Guardian, a Kwik Trip co-worker?**

(Check all that apply)

You \_\_\_\_\_

Parent or guardian \_\_\_\_\_

**Kwik Trip Work History** (Complete all that apply)

Your date of KT hire \_\_\_\_\_

Co-worker Parent's date of KT hire \_\_\_\_\_

Your Position \_\_\_\_\_

Co-worker Parent's Position \_\_\_\_\_

Your Work Location \_\_\_\_\_

Co-worker Parent's Work Location \_\_\_\_\_

Co-worker Parent's name \_\_\_\_\_

**Transcripts**

Applicant's Cumulative GPA (*Minimum 3.0 Required*) \_\_\_\_\_

**Enclose and mail your current official transcript of grades in a sealed envelope.**

## SECTION II: ACHIEVEMENTS

Please Print



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Name of Applicant \_\_\_\_\_

.....

List academic honors, scholastic achievements or work related honors/achievements that you have received **in the past four years**. Indicate whether a **high school (HS)** or **college (C)** activity.

1.

2.

3.

4.

5.

.....

List volunteer organizations, clubs, offices, or community service positions you have held **in the past four years** (Include the name of the organization and the **hours or years of service** devoted to each).

1.

2.

3.

4.

5.

.....

To the best of my knowledge, I have provided Kwik Trip, Inc. with true and accurate information concerning all questions on the Kwik Trip Scholarship Application. I agree to report to Kwik Trip, Inc. any factors that could affect consideration of my application. I understand that failure to provide true and complete information could result in withdrawal of scholarship monies.

Applicant's Signature \_\_\_\_\_

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

Co-worker Parent Signature (if applicable) \_\_\_\_\_

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

(Return this form to Kwik Trip Scholarship Committee Representative by April 30<sup>th</sup>, 2017)

**SECTION III: ESSAY**



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**Essay – Complete an original essay on the following topic on separate paper and submit with your application (500 words maximum.)**

**The goal of everyone at Kwik Trip is to provide the best guest service.  
What are two things Kwik Trip could do to get even better at guest service?**

*"To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated and to make a difference in someone's life."*

**Kwik Trip Core Values**

<b>Honesty &amp; Integrity</b>	<b>Humility</b>
<b>Respect</b>	<b>Innovation</b>
<b>Excellence</b>	<b>Work Ethic</b>



**SECTION IV: EVALUATION FORM**

**To be completed by a high school or college counselor or advisor, an instructor, or a work supervisor who knows you well. The evaluator may elect to mail this in separately.**

Name of Applicant \_\_\_\_\_

Kwik Trip, Inc.  
Attention: Steven Wrobel, Scholarship Committee  
1626 Oak Street Box 2107  
La Crosse, WI 54602-2107  
swrobel@kwiktrip.com

**Rate the applicant – circle one**

**1. The applicant’s choice of a post-secondary educational program.**

Excellent                  Good                  Average                  Poor

**2. The applicant’s level of achievement reflects his/her ability.**

Excellent                  Good                  Average                  Poor

**3. The applicant’s ability to set realistic and attainable goals.**

Excellent                  Good                  Average                  Poor

**4. The applicant’s level of commitment to achieve goals.**

Excellent                  Good                  Average                  Poor

**In the space below, describe an instance in which the applicant has made a difference in someone’s life through an act of kindness or self-sacrifice.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
Evaluator’s Name \_\_\_\_\_ Title \_\_\_\_\_

Evaluator’s Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
**(Return this form to Kwik Trip Scholarship Committee Representative by April 30<sup>th</sup>, 2017)**