Thank you for your interest in SECU Foundation's *People Helping People* Scholarship. To be eligible to receive this award, a student must be a member of SECU or be eligible for membership through a parent or guardian at the time of applying. Please follow these step-by-step instructions to verify that you meet the membership eligibility requirement. If the student or parent/guardian is not a member but is eligible for membership, they may first request membership either at an SECU branch or through SECU's Member Services.

STEP 1: VERIFICATION PROCESS

1. Follow this link to get started (the link will become live on December 16th, 2024) or scan the QR code below:
   https://us.services.docusign.net/webforms-ux/v1.0/forms/a097bfd4f5c7aa512637fb5f90117a98

2. Click "Start" to begin the verification process (note, you will need to know your social security number or TIN number)

3. Next, fill out the required identifying information. (*Note: If you, as the student, are a member of SECU, you will answer "Yes" to the question "Are you a current member of SECU?" and you will only be filling out information about yourself. If you are not a member of SECU, you will also provide your parent/guardian's name and email address. Once you have filled out the required information, select "Next."

Are you a current member of SECU? *

No ▾

Is your parent/guardian a current member of SECU?

Yes ▾

Student Full Name (First, Last) *

Student Email *

Parent Name *

Parent Email *

Student SSN or TIN *
Student SSN

Student Address *

Student City *

Student State *

NC ▾

Student Zip *

Finish Later   Back   Next

4. You will be taken to a page where you can confirm the information you entered by clicking "Next." (If something is incorrect, click "Back" and edit that information.)

Summary

Please review the information you have entered:

Account Verification ✎

Are you a current member of SECU?
No

Is your parent/guardian a current member of SECU?
Yes

Student Full Name (First, Last)
Grant Kennedy Jr.

Student Email
grtkennedy@gmail.com

Parent Name
Grant Kennedy Sr.

Parent Email
grant.kennedy@ncsecu.org

Student SSN or TIN
923-45-6789

Student Address
101 Drive Rd

Student City
Raleigh

Student State
NC

Student Zip
27612

Finish Later   Back   Next

5. The last step is to provide your signature on the DocuSign PowerForm. Click the box beside "I agree to use…" and then select "Continue." Then provide your signature underneath your name. (*Note: If you are using a parent/guardian for membership verification, their name and email address will appear at the bottom. **You will not be able to edit any information on that half of the document. An email will be sent to your parent/guardian at the email address listed for them.**

6. You will then receive confirmation that your form has been submitted.

Thank you

We've received your form. If you are using a parent/guardian to establish SECU membership eligibility, that person will receive a separate form from DocuSign (dse_NA4@docusign.net). Once they complete their form, your membership verification will be assigned to an SECU Member Services Employee and you should receive the result of your membership verification within 48 hours (the email will come from dse_NA4@docusign.net). You will select "View Completed Document" and download your confirmation letter.

If you are confirmed as meeting the eligibility requirement, you will also receive an email from SECUScholarshipEligibility@ncsecu.org that contains the link to the People Helping People Scholarship application.

(Again, if you are using a parent/guardian for membership confirmation, they will receive a verification form at the email address you listed for them. Only when they have completed their verification form and clicked "Finish" will everything be submitted to the MSS team for review.) This is what your parent/guardian's verification form will look like – they will fill in the information on the bottom half of the page and click "Finish")

7. Within 48 hours, you will receive an email from dse_NA4@docusign.net (click "View Completed Document") that either (a) states that you meet the membership eligibility requirement - **you will submit the attached PDF confirmation with the rest of your application materials** (the confirmation will look like the image below) OR (b) states that SECU is unable to verify that you meet the membership eligibility requirement – in this case, you will be encouraged to visit your local SECU branch to find out if you or your parent/guardian is eligible to obtain an SECU membership. Once you have identified the cause for receiving the email stating you do not meet the membership eligibility requirement and fixed the issue, you may restart the Membership Verification process by clicking on the link again.

2025
People Helping People Scholarship
SECU Membership Confirmation

I confirm that _____ (name of student) is either a State
Employees' Credit Union member or is eligible for membership through a parent/guardian.

Employee's Name: _____

Employee's Signature: _____

Date: _____

**PLEASE SAVE THIS CONFIRMATION PAGE; YOU WILL ATTACH IT
TO YOUR COMPLETED APPLICATION.**

YOUR APPLICATION FORM HAS BEEN SENT TO: _____ (STUDENT'S EMAIL ADDRESS)
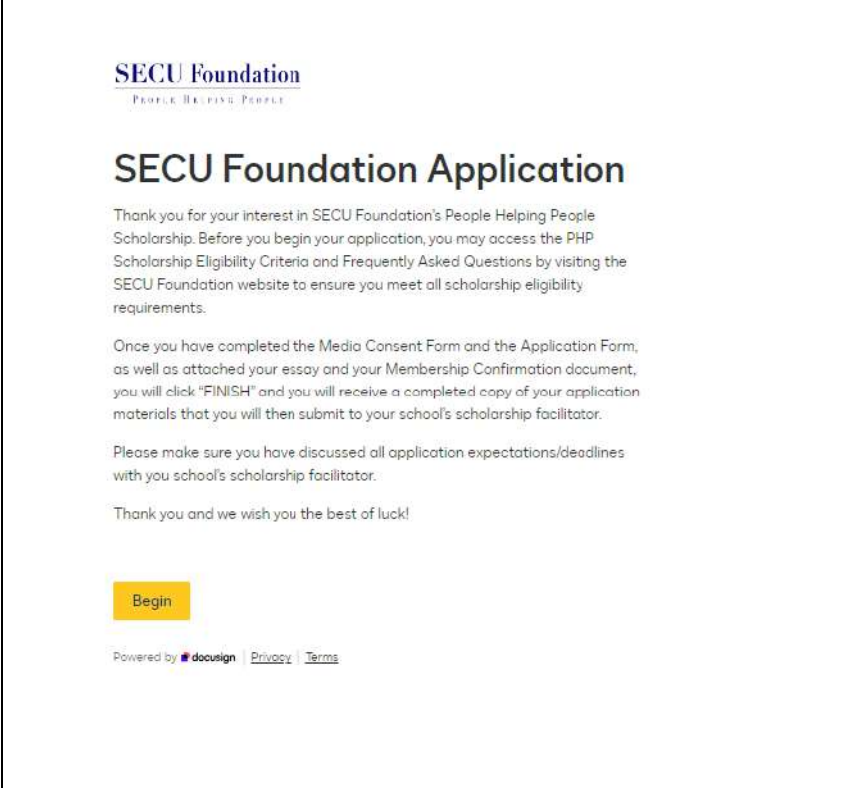
FROM _____ (MSS EMAIL ADDRESS).

*Please check your Spam/Junk folder before reaching out to SECU Foundation if you are having
trouble locating the email that contains your application.

Please note the following:

- The information you provide in the Membership Verification Form will only be seen by you and the SECU Member Support employee who verifies your membership eligibility (it will not be seen by DocuSign, your high school, or anyone else).
- The SECU Member Support team is available 24 hours a day, so you may submit your Membership Verification Form at any time that is convenient to you.
- If you receive an email stating that you do not meet the membership eligibility requirements and you believe this is an error, refer to the copy of your Membership Verification Form and make sure you entered each of the details correctly (ie. Social Security Number is correct; the address listed is the address associated with the SECU membership account; etc.). If these details were entered correctly, you are encouraged to visit your local SECU branch to discuss your membership eligibility.

STEP 2: APPLICATION, CONSENT FORM, AND ATTACHMENTS

Once you have been confirmed as meeting the membership eligibility requirement, you will receive a second email from SECUScholarshipEligibility@ncsecu.org providing the DocuSign PowerForm link to the *People Helping People* application; the link will take you to the home page (see below) where you'll read the instructions and click "Begin."

1. You will be required to answer a series of questions. Once you have answered the questions, click "Next."

2. Next, you will fill out the "Consent Form." First, agree to the electronic records and click "Continue." Read through the Consent Form and then click "Sign"

3. Now, you will review your answers to the application form (you can amend answers as needed) and upload the three required attachments: (1) Community Involvement Essay – ***How have you contributed to your community (community projects, mission work, or volunteerism)? Please give examples identifying type and length of service. Explain how these activities were significant opportunities for you.*** (2) College Acceptance Letter – To be eligible for the PHP Scholarship, you must plan to attend a UNC System university; for application purposes, the UNC System acceptance letter you attach does not have to be the UNC System university you ultimately attend (ie. if you have been accepted to UNC - Wilmington but you are waiting to hear back from your first choice, UNC – Chapel Hill, it is OK to attach your UNCW acceptance letter. If you are selected as a recipient, we will confirm which UNC System university you have chosen to attend); (3) Membership Confirmation Letter – This is the PDF you received from our MSS team that is referenced in the "Verification Process" section of this document.

To upload a document, simply click on the yellow button containing an image of a paperclip, then click "Upload a File" and select the file you would like to attach. Once a document has been uploaded, the box will turn gray and no longer show a downward-pointing arrow. When all attachments have been uploaded, a "Finish" box will appear at the bottom of the page.

SECU Foundation
PEOPLE HELPING PEOPLE'

**Application for High School
Scholarship Program**

Please complete all information on this form.

Personal Information					
First Name	Grant	Middle Name		Last Name	Kennedy
Home Street Address/Mailing Address			101 Drive Rd		
City	Cary	State	NC ⌄	Zip Code	27511
Telephone # (*Example: 000-000-0000*)			9999999999		
Gender:			Male ⌄		
Race/Ethnicity:			White ⌄		
GPA – Weighted			4.8		
GPA – Unweighted			4.0		
Permanent E-mail			gtkenned@gmail.com		
Have you submitted your FAFSA?			Yes ⌄		
Demonstrated Financial Need?			TBD ⌄		
How many college credits will you have upon completion of high school (via community college classes and/or AP exams)?			12		
If your parent/ guardian works in the public sector field, which area?			Education		
Are you a first-generation university student?			No ⌄		
How many of your immediate family members are currently enrolled in a college?			0		
Please choose all applicable financing methods you are using to pursue your education:			☐ College Work Study ☑ Family Assistance ☐ Full Time Work ☑ Part-Time Work ☑ Loan ☐ Pell Grant ☐ Personal Savings ☐ Scholarship ☐ Other		
University Information					
University Attending *(Attach Copy of Acceptance Letter)*					
North Carolina State University ⌄					
Intended Major	Finance				
High School Information					
High School Name	Cary High				
High School Street Address			Somewhere in Cary		
City	Cary	State	NC ⌄	Zip Code	27511
School District	Wake				
Contact Person for High School	Joe				
Contact Person E-mail	joe@cary.edu				

COMMUNITY INVOLVEMENT ESSAY

The purpose of the "People Helping People" Scholarship is to recognize leadership, integrity, and community involvement in addition to academic achievement.

How have you contributed to your community (community projects, mission work, or volunteerism)? Please give examples identifying type and length of service. Explain how these activities were significant opportunities for you.

Please attach your essay response below:

Required Attachments

Community Involvement Essay:

College Acceptance Letter:

Membership Confirmation Letter:

4. When you click "Finish", you'll receive confirmation that your materials have been submitted (see image below)

**SECU Foundation**

Thank you

We've received your application materials. If you are under 18, your parent/guardian will receive a separate Consent Form from DocuSign. Once they complete their form, you will receive your completed application packet. You will download your application packet and email it to the scholarship facilitator at your high school.

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5. If you selected that you are 18 or over for the Consent Form section, you should immediately receive an email from dse_NA4@docusign.net that looks like this:
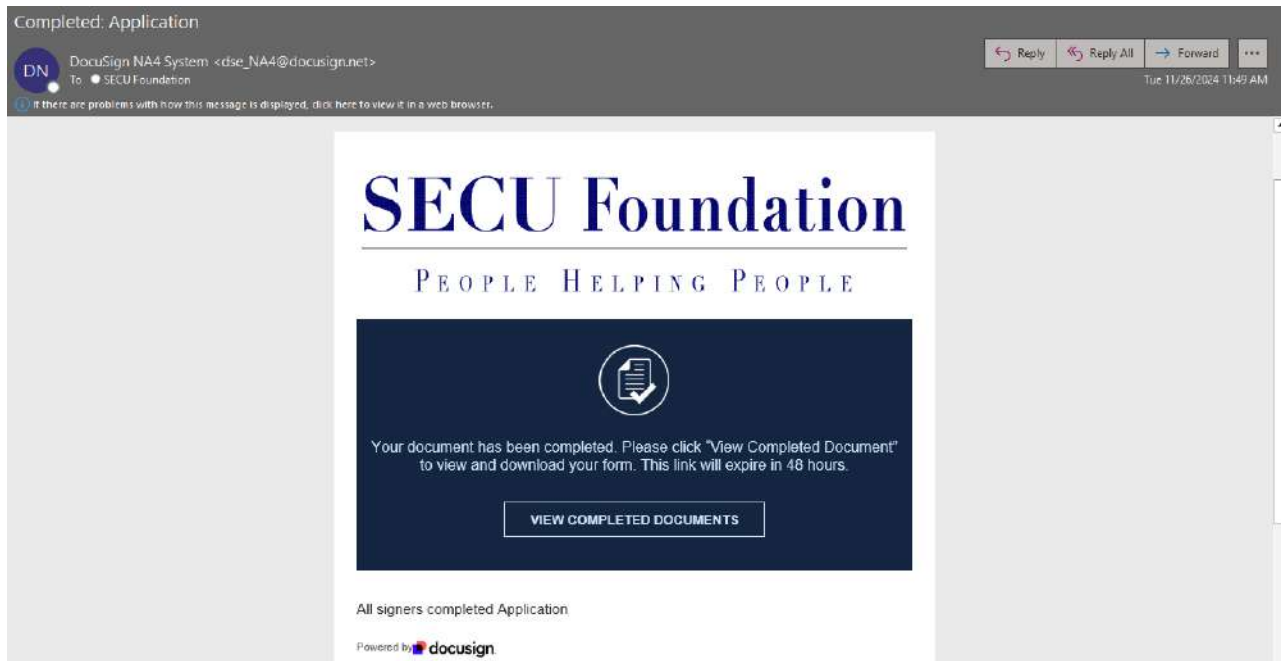
You will click on "View Completed Documents" which will take you to your application in DocuSign; you can click the download icon at the top of the screen, select "Combined PDF", and then save the download as a PDF.

If you selected that you are under 18 and you provided the name/email address for a parent/guardian, once you click "Finish" on your application they will be emailed their own Consent Form from dse_NA4@docusign.net; once

your parent/guardian fills out their own Consent Form and clicks "Finish" the completed application will be emailed to you and you'll follow the steps above.

6. Once you have downloaded/saved your application packet, you will submit the packet to your school counselor.