SECU Foundation
PEOPLE HELPING PEOPLE®

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 SECU's Member Services.

1. Follow this link to get started (the link will become live on December 18th, 2023):
   https://na4.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=993c3d9b-80fd-4964-9c95-6ddd3aea54e5&env=na4&acct=6cba6c6f-fb7f-46b7-8eda-e0306bdd6276&v=2

2. You should see the page above. Enter your name and email address; if you are not a member of SECU but are eligible for membership through a parent/guardian, please also enter that person's name and email under the "Parent" section and click "BEGIN SIGNING."

3. Click "GOT IT" and check the box agreeing to sign electronically.

4. Click "CONTINUE."

5. You will then be taken to the Membership Verification Form seen above. Fill out all the required information (in the red boxes) and click "FINISH."

> *If you provided a parent/guardian's name/email on the original page, (s)he will also receive an emailed Membership Verification Form from dse_NA4@docusign.net and will need to fill it out and click "FINISH."

6. You will receive a copy of your completed Membership Verification Form---you may save this for your records, but **this is not the form you will submit with your application materials.**

7. Within 48 hours you will receive an email from dse_NA4@docusign.net 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.

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.

Application, Consent Form, and Attachments

Once you have been confirmed as meeting the membership eligibility requirement, you will receive an email from MSS@ncsecu.org providing the DocuSign PowerForm link to the *People Helping People* application.

1. You will once again enter your full name and your email address. If you are under 18 years old, please also provide the name and email address of a parent/guardian. **You will only enter the name of a parent/guardian and his/her email address if you are under 18 years old.** Once you have entered the necessary name(s)/email address(es), you will then select "BEGIN SIGNING."
2. Select "GOT IT", click the box to indicate you agree to use electronic signatures, and then select "CONTINUE."

Please read the Electronic Record and Signature Disclosure.
☐ I agree to use electronic records and signatures.

CONTINUE   FINISH LATER   OTHER ACTIONS

Use the Finish Later option to continue signing this document at a later time. Learn more...

GOT IT

RELEASE FOR USE OF NAME, MEMBERSHIP STATUS, IMAGE, LIKENESS, PHOTOGRAPHS, DRAWINGS, SKETCHES, PLANS, WORK PRODUCT, VIDEO, AUDIO RECORDINGS, AND/O QUOTES:

Should I be nominated by my LEA for the *People Helping People* Scholarship, I hereby grant permission State Employees' Credit Union ("SECU"), its affiliates, and The State Employees' Credit Union Foundation, together referred to herein as the "Released Parties," to use the following information of student identified below: name, image, likeness, photographs, school enrollment information, scholarship receipt status, SECU membership status, drawings, sketches, plans, work product, video, audio recordings, and/or quotes for their communications, including but not limited to newsletters, flyers, posters, brochures, advertisements, fundraising letters, press releases and submissions to journalists, websites, social media platforms, and other print and digital communications without payment or other consideration. I acknowledge the Released Parties' right to crop, edit or otherwise treat the name, image, likeness, photographs, drawings, sketches, plans, work product, video, audio recordings, and/or quotes at their discretion.

Further, if the student is a member of SECU, and/or has obtained products or services from SECU or any of its affiliates, I grant permission to the Released Parties to use information about the student's membership, and/or prior awards the student has obtained in their communications.

I also acknowledge that the Released Parties may choose not to use the student's name, image, likeness, photographs, drawings, sketches, plans, work product, video, audio recordings, quotes, and/or (if applicable)

3. Read through the Consent Form and then provide your signature by selecting "SIGN" (you will be asked to adopt a signature and confirm).

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People Helping People Scholarship Consent Form

RELEASE FOR USE OF NAME, MEMBERSHIP STATUS, IMAGE, LIKENESS, PHOTOGRAPHS, DRAWINGS, SKETCHES, PLANS, WORK PRODUCT, VIDEO, AUDIO RECORDINGS, AND/OR QUOTES:

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purpose of this scholarship program and a student's relation to a director, employee, or selection committee member, family member includes spouse, parents, siblings, children, grandchildren and great-grandchildren, and spouses of children, grandchildren and great-grandchildren, of a selection committee member, employee or director of SECU, or employee or director of SECU Foundation. Also, for the purpose of this scholarship program and a student's relation to a director, employee, or selection committee member, family member also includes persons living in the same residence and maintaining a single economic unit as a selection committee member, employee or director of SECU, or employee or director of SECU Foundation.

I attest that, at the time of application for the scholarship, the student identified below is a member of SECU or eligible for membership through a parent or guardian who is an SECU member. I authorize Released Parties to verify SECU membership. I have received or reviewed a copy of the Eligibility Criteria (available on the SECU Foundation website at www.ncsecufoundation.org) and confirm that the student listed below meets all Eligibility Criteria.

I have had sufficient time to review and seek explanation of the provisions contained above, I have carefully read and understand them, and I agree to be bound by them. I voluntarily and irrevocably give my consent and agree to this Release.

Student Name: ████████ Required - Sign Here - SignHere

SIGN → Student Signature: _____ [Sign ↓] _____

Date: 10/24/2023

*If you are under 18 and you provide the name/email address for a parent/guardian, (s)he will be emailed their own Consent Form from dse_NA4@docusign.net; you will not be able to submit your application until your parent/guardian has completed their consent form.

4. Once you have completed your Consent Form, you will then fill out your application.

5. The last part of the application requires you to attach your essay, college acceptance letter (please make sure the acceptance letter matches the university listed in the application), and the membership confirmation letter. Once you have uploaded each document the corresponding paperclip image will turn gray.

6. When you have answered each of the application questions and attached the required documents, you will click "FINISH."

Required Attachments

Community Involvement Essay: 📎

College Acceptance Letter: 📎

Required - Attachment Applied - SignerAttachment

Membership Confirmation Letter: 📎

Ready to Finish?
You've completed the required fields. Review your work, then select **FINISH**.

FINISH

7. You will receive your completed email packet from dse_NA4@docusign.net and then submit it to your school scholarship facilitator.