



# Mail Handlers Local Union No. 323

1602 Selby Ave., Suite 5 St. Paul, MN 55104  
(651) 646-2827 Fax (651) 646-0991 [www.local323.org](http://www.local323.org)

## Matt Lopez - Local 323 Scholarship Program

Jeff Larsen

*Local President*

Dean Abatte

*Vice President*

Brian Newhouse

*Recording Secretary*

John Frey

*Treasurer*

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Board Members

Shane Ryden

*Minnesota*

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*North Dakota*

Branch Presidents

Dean Abatte

*Minneapolis*

Edward Yun

*St. Paul*

Mike Straiton

*NDC*

Brock Engstrom

*Fargo*

The Scholarship Program was established in the fall of 1995 and was renamed to honor Matt Lopez in 2018. Matt Lopez served the Local Union and the Minneapolis Branch for more than 25 years prior to his untimely passing in July of 2017. He was our coworker, our friend, our Steward, and he will forever remain our Brother.

Rules of the Scholarship Program:

1. The Scholarship Program provides financial assistance to recipients who are pursuing their education at an accredited institution, including a two- or four-year college, vocational institute, trade or technical school, or other institute of higher learning.
2. The Scholarship Program is available to graduating high school seniors who are the son, daughter, or legal ward of any Mail Handler or Mail Handler Assistant who is a regular Member in good standing of Mail Handlers Local Union No. 323. Good standing is defined in Article V, Section 1, of the Uniform Local Union Constitution of the National Postal Mail Handlers Union. All Members, irrespective of whether they are Mail Handlers or Mail Handler Assistants, are solely responsible for maintaining their good standing.
3. The Scholarship Program will disburse the sum of eight hundred dollars (\$800.00) per school year in two (2) payments of four hundred dollars (\$400.00) to each recipient during a four (4) consecutive school year award period. Scholarship payments will be disbursed during the months of September and January. Each recipient will begin receiving scholarship payments in the month of September following their selection and will continue receiving scholarship payments during the award period, provided they continue their enrollment and subject to the provisions of paragraphs 9 and 11. There will be no more than four (4) scholarship recipients at any time.
4. Each year the period for submission of Scholarship Program applications will occur during the month of June. It will begin on the first business day of the month and run through the last business day of the month.
5. Notice of the Scholarship Program will be provided to each Branch and posted on the Local 323 website two (2) weeks prior to the beginning date for the submission of applications. The Officer or Steward in charge of each facility will see that the notice is posted on the bulletin board(s).

The Notice of the Scholarship Program will include the following:

- a. Announcement of the Scholarship Program
  - b. Opening date for the submission of applications
  - c. Closing date for the submission of applications
  - d. Who may apply
  - e. How to apply
6. A Scholarship Package consisting of the Rules and an Official Application Form will be provided to each Branch and posted on the Local 323 website two (2) weeks prior to the beginning date for the submission of applications. The Officer or Steward in charge will see that it is provided to any regular Member upon request.
  7. Each applicant must file an Official Application Form with the Local Office. Along with the Official Application Form the applicant must include:
    - a. An official copy of the applicant's final high school transcript
    - b. A written essay describing the applicant's life experiences, extracurricular activities, and career aspirations.

The Official Application Form and required documents must be mailed, emailed, faxed, or hand delivered, to the Local Office by 5:00 P.M. on the closing date for submissions. The mailing address, email address, and fax number may be found on the Official Application Form.

8. Following the closing date, all applications will be scanned and emailed, or provided by other means, to the Members of the Local Union Council. The Local Union Council will be polled to select a recipient as soon as practicable. A majority vote of the Local Union Council will determine the recipient. The name of the recipient will be posted on the Local 323 website and a notification letter will be mailed to the recipient informing them of their selection. Should a recipient decline the scholarship or become ineligible within sixty (60) days following the date of the notification letter, the Local Union Council has the option of selecting another recipient.
9. Scholarship payments to any recipient will be terminated if the sponsoring Member leaves the Mail Handler bargaining unit, cancels their Union Membership, or fails to maintain good standing in the Union. The recipient will receive written notification identifying the reason for the termination.
10. If a sponsoring Member becomes deceased during the four (4) school year period of scholarship payments, the recipient will continue to receive scholarship payments provided they continue their enrollment.
11. Following receipt of the first payment, each recipient is responsible for informing the Local Union of their enrollment status. Scholarship payments will not be made until a current

transcript or proof of continuing enrollment is received. The Local Union will send a letter in the months which precede scholarship payments requesting that recipients send in their transcripts. Moreover, the Local Union may contact the sponsoring Member regarding the submission of transcripts or with any question concerning the recipients continuing enrollment status.

12. All applications, along with the included documents, become the property of Mail Handlers Local Union No. 323. All documents related to the Matt Lopez - Local 323 Scholarship Program will be retained for a period consistent with the recordkeeping policies of Mail Handlers Local Union No. 323 or as required by law.
13. A permanent record of scholarship recipients will be kept at the Local Office.
14. The Local Union Council reserves the right to terminate the Scholarship Program at any time without prior notice.
15. The Rules of the Matt Lopez - Local 323 Scholarship Program will be provided to any regular Member upon request.

The Local 323 Scholarship Program was established by the Local Union Council in September of 1995 and first awarded in 1996. The rules contained herein were adopted by the Local Union Council on March 23, 2022.

Jeff Larsen  
Local President



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## Official Application Form

Applicant Information		Sponsoring Member Information	
Name		Name	
Address		Address (if different from Applicant)	
City, State, Zip		City, State, Zip	
High School	Graduation Date	Postal Facility	
Name of the accredited institution, two-year or four-year college, vocational institute, trade or technical school, or other institute of higher learning, which the Applicant plans to attend.			
Location of Institution (City and State)		Has the Applicant been accepted by this Institution? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Checklist of required attachments</b> <input type="checkbox"/> Official copy of the applicant's final high school transcript. <input type="checkbox"/> Written essay describing the applicant's life experiences, extracurricular activities, and career aspirations.			
<b>Acknowledgment and Agreement</b> <p>By signing this Official Application Form the Applicant and Sponsoring Member are acknowledging and agreeing to the following terms:</p> <ol style="list-style-type: none"> <li>1. This application and all attachments become the property of Mail Handlers Local Union No. 323.</li> <li>2. The Applicant and Sponsoring Member have received and read the rules of the Scholarship Program.</li> <li>3. The Applicant and Sponsoring Member will comply with the rules of the Scholarship Program during the award period should the Applicant be selected as a recipient.</li> <li>4. If the Applicant is selected as a recipient and scholarship payments are terminated by Mail Handlers Local Union No. 323, either due to non-compliance with the rules of the Scholarship Program, or due to the elimination of the Scholarship Program, the Applicant and Sponsoring Member will not hold, or seek to hold, Mail Handlers Local Union No. 323 liable for any unpaid amount(s).</li> </ol> <p>Applicant Signature _____ Date _____</p> <p>Sponsoring Member Signature _____ Date _____</p>			
<p><b><i>This application may be submitted to the Local 323 Office beginning June 1, 2022 and must be received no later than 5:00 P.M. on June 30, 2022.</i></b></p>			