

# HUALALAI 'OHANA FOUNDATION

## 2018 Computer Award Application



Aloha Applicant,

The Hualalai 'Ohana Foundation is offering this program to provide eligible employees and their children with access to the latest computer technology. Recipients of this award will receive a computer bundle including one laptop computer with a standard software package, a basic printer and 1 ream of paper.

Employees of the Hualalai Community including; Hualalai Investors, LLC, Four Seasons Hualalai and Hualalai Resort contractor employees are eligible to apply if they meet the following requirements:

**2018 Application requirements:**

- Employee household has one or more children, between the ages of 9 to 18 years of age.
- OR**
- Employee/spouse, or dependent child(ren) who is currently enrolled in an accredited higher educational institution or program.

**Employee must also:**

- Have a total household income of less than \$80,000.00.
- Submit a personal letter outlining the special needs or specific reasons the family would benefit from a new laptop computer in their home.

The number of available laptops will be limited. Every effort will be made to support as many families as possible. If the number of qualified applicants exceeds the total number of computer bundles available for 2018 a lottery will be held to determine the award recipients. Recipients of previous Computer Awards are not eligible to apply.

**The deadline for return of the completed application (attached) and all supporting materials is, Friday, December 7, 2018.** Award notification will take place the week ending December 14th, with distribution beginning on December 17<sup>th</sup>.

If you have any questions, please contact our office at 325-4701. We look forward to hearing from you.

Much aloha,

A handwritten signature in black ink that reads 'Ed Mueller'.

Ed Mueller, 2018 Board President

# HUALALAI ‘OHANA FOUNDATION

## Computer Award Guidelines and Eligibility

1. The Hualalai community employee\* must be employed with the resort at least one year as of the deadline, December 7 ,2018. *Recipients of previous Computer Awards are not eligible to apply.*
2. The household must:
  - Have one or more child between the ages of 9 to 18 years of age.  
OR
  - The employee/spouse or dependent child(ren) must be currently enrolled in an accredited higher educational institution or program. Enrollment confirmation or tuition statement will be required.
3. Families earning a combined annual gross income\*\* of more than \$80,000.00 are not currently eligible.
  - *Annual gross income* is defined as the total of all forms of gross income, prior to deductions, including pre-tax adjustments or deductions, contributions to retirement accounts or cafeteria plans, i.e., Social Security wages per W-2 form, and also includes any self-employment or rental property income
  - *All employees under the \$80,000 threshold are eligible to apply; however, in addition to income qualifications, all other aspects of the criteria on the applicant's application will also be considered before an award is granted*
4. To be eligible for the Computer Award, the applicant must:
  - Complete the Computer Award Application
  - Submit a personal letter outlining the special needs or specific reasons they would benefit from a new laptop computer in their home.
  - Submit copies of **both** the 2017 W-2 forms and the completed 2017 1040/1040EZ IRS Tax Return, instead of just one or the other. If “provider” has additional forms of income, copies of associated schedules are required, such as; Self-Employment (Sched. C), Investment (Sched. D), Rental Income (Sched. E) and/or Farming (Sched. F)

### DEFINITIONS

**\*Hualalai Community Employee** includes employees of Hualalai Investors, LLC or Four Seasons Hualalai; and any Hualalai Resort contractor, which means an employee or independent contractor of another company who provide services to the resort, hotel or resident homeowner for a minimum of 20 hours per week for over one year.

**\*\*Annual gross income** is a total of all forms of gross income, prior to deductions, including pre-tax adjustments or deductions, contributions to retirement accounts or cafeteria plans, i.e., Social Security wages per W-2 form, and also includes any self-employment or rental property income

# HUALALAI 'OHANA FOUNDATION

## Computer Award Application

(Please type or print clearly.)

Name of Hualalai Community Employee: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Are you on Facebook? (Circle one)      Yes                  No

Employer (circle one):    Hualalai Investors LLC      Four Seasons Resort      Date of Hire: \_\_\_\_\_

Department: \_\_\_\_\_

Employed by a Resort Contractor? (If yes, which one): \_\_\_\_\_

Number of children in household: \_\_\_\_\_

Name and age of all children in household:

1) \_\_\_\_\_ Age \_\_\_\_\_

2) \_\_\_\_\_ Age \_\_\_\_\_

3) \_\_\_\_\_ Age \_\_\_\_\_

4) \_\_\_\_\_ Age \_\_\_\_\_

Employee/Spouse or dependent child(ren) currently enrolled in accredited educational institution or program.

School/Program name \_\_\_\_\_

Do you have a computer in your home? (circle one)    Yes                  No

If yes, what year did you purchase the computer? \_\_\_\_\_ Brand/type \_\_\_\_\_

If you have more than one computer, please list the age and brand/type of each:

1) \_\_\_\_\_ Age \_\_\_\_ 2) \_\_\_\_\_ Age \_\_\_\_ 3) \_\_\_\_\_ Age \_\_\_\_

Please provide the following information for two people we can contact for a reference, if needed:

1) Name \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name \_\_\_\_\_ Phone: \_\_\_\_\_

The Hualalai 'Ohana Foundation maintains the privacy and confidentiality of all applicants' personal and financial information.

# HUALALAI 'OHANA FOUNDATION

## Confidential Personal & Financial Information

Name of Employee: \_\_\_\_\_

### Employee Provider (1)

Name \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Total Income 2017 \_\_\_\_\_

### Additional Provider (2)

Name \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Total Income 2017 \_\_\_\_\_

Does either provider hold more than one job? If so, please list:

Second employer \_\_\_\_\_ Hours per week \_\_\_\_\_ Supervisor name/contact \_\_\_\_\_

Third employer \_\_\_\_\_ Hours per week \_\_\_\_\_ Supervisor name/contact \_\_\_\_\_

**TOTAL INCOME FOR 2017 (Providers 1 + 2)** \_\_\_\_\_

Did one of the providers experience a lay-off or reduction of hours in the last 12 months? If so, please describe: \_\_\_\_\_

**For verification of income, please provide the 2017 W-2 forms AND the first two pages of the 2017 1040/1040EZ IRS Tax Return for all providers along with any Schedules for additional income.**

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# HUALALAI 'OHANA FOUNDATION

## Computer Award Application Checklist

Please use the attached checklist to complete your application process.

*Application reviews will begin on the deadline of **December 7, 2018.***

*Due to the timeline of the program, we will NOT be able to consider incomplete applications.*

*ALL documents listed below must be included in your application packet regardless of previous applications submitted this calendar year.*

- Completed Computer Application Sheet
- Confidential Personal & Financial Information Sheet
- Copies of 2017 W-2s and **signed** 2017 1040/1040EZ Income Tax Returns (first two pages of tax return only)
  - Plus Schedule C, D, E or F, if applicable
  - Plus Additional Provider's W-2 and tax return, if applicable
  - DO NOT submit Hawaii State Tax returns
- For employee/spouse or dependent child(ren) enrolled in accredited educational institution or program provide proof of enrollment or Acceptance Letter. (Tuition invoice may be used as proof of enrollment)*
- Personal Letter with description of:
  - Specific reasons the family would benefit from a new laptop computer in the home.
  - Educational goals
  - Special needs (if any)

To submit completed application packet, you may:

- Drop off in person to Hualalai Ohana Foundation office
- Send by inter-office mail to Hualalai 'Ohana Foundation
- Mail to the address listed below
- Drop off in person to your Human Resources department
- **Faxed applications or documents will not be accepted.**