

HUALALAI 'OHANA FOUNDATION

2019 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:

2019 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 2019, 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, November 22, 2019. Award notification will take place the week of December 9th through the 14th, with distribution beginning on December 16th.

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, 2019 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, November 22, 2019. **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.

Hualalai Resort contractors must provide two (2) verification letter of eligibility - from your employer, hotel or resort verification or homeowner – with their application.

*****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

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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 Gross Income 2018 _____

Additional Provider (2)

Name _____

Occupation _____

Employer _____

Home Phone _____

Work Phone _____

Cell Phone _____

E-mail _____

Total Gross 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 GROSS 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 2018 W-2 forms AND the first two pages of the 2018 1040/1040EZ IRS Tax Return for all providers along with any Schedules for additional income.

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Computer Award Application Checklist

Please use the attached checklist to complete your application process.

*Application reviews will begin on the deadline of **November 22, 2019.***

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
- Hualalai Resort Contractors only** –
Two (2) letters verifying employment at Hualalai Resort
- Confidential Personal & Financial Information Sheet
- Copies of 2018 W-2s and **signed** 2018 1040/1040EZ Income Tax Returns (first two pages of tax return only)
 - Schedule 1 for any additional income
 - 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.**