



March 8, 2024

Dear Employee,

I am pleased to announce to you that the Michaels Employee Scholarship Program Information and the Scholarship Applications are available effective today. The application is available at tmo.com/scholars. Please know you must file the application electronically. The web-based digital application is user-friendly and easy to follow.

The final deadline for submission of completed application is 11:50 PM EST, May 17, 2024. All completed applications will be reviewed and recipients will be decided upon by a committee of your fellow employees. The Employee Scholarship Committee is comprised of the following individuals: Sandy Cipollone, Senior Vice President, Michaels Management Affordable, Committee Chair; Courtney Zaccardi, Corporate Marketing Specialist, The Michaels Organization; Melanie Gilbert, Corporate Controller, Michaels Management Affordable; Theresa Rogers, Corporate Accountant, Michaels Management Affordable; Aaron Richards, Vice President of Administration, Michaels Management Affordable; Nancy Thomas, Vice President, Michaels Management Military; and Allison Wetzel, Community Manager, Coal Township Elderly.

Attached is a list of the principles and considerations that served as a foundation for the creation of this program and the policies and procedures that will govern the operation of the program. The committee thought it was important for you to be aware of this information and I fully agree. Please review this document carefully as it contains a great deal of information for your consideration.

I continue to be excited and enthusiastic about this fine program that benefits your children. To date, over 550 scholarships, worth more than \$1,500,000 have been awarded to outstanding student applicants. In 2024, I am looking forward to a larger number of applicants that should lead us to a larger number of awards. If you have any questions at any time about this program, please contact Dr. Bruce Johnson, Scholarship Program Administrator, at 215-262-4230 or bjohnson@tmo.com and he will be happy to assist you. The opportunity to enhance and extend one's education may be the greatest gift toward personal achievement that can be given and Michaels is proud to support that belief.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Michael J. Levitt".

Michael J. Levitt
Founder and Chairman

MICHAELS EMPLOYEE SCHOLARSHIP PROGRAM

Attachment

- ▶ All money will be mailed directly to the institution of higher learning for tuition, standard student fees, on-campus room & board, approved off-campus room & board, books, and/or required supplies.
- ▶ Scholarship money cannot be used for: transportation, daycare, medical or dental expenses, eyeglasses and/or contact lenses, clothing (exception required uniforms), computer hardware, computer software (some exceptions), and/or arrears payments.
- ▶ Only the dependent children (26 years of age or younger) of full-time or part-time employees of Michaels (other than senior management employees) are eligible for the scholarship program. The program will reserve the right to require verification that the child is truly a dependent.
- ▶ The scholarship program will not fund enrollment at more than one school at the same time.
- ▶ An individual must submit a completed application and be selected to receive a scholarship. Implicit in this fact is that some applicants may not be selected.
- ▶ Determination of applicants selected to receive an award will be done by the committee.
- ▶ The program will reserve the right to require an official transcript.
- ▶ The application is available electronically at tmo.com/scholars. The application must be filed electronically.
- ▶ Any scholarship money not directed to a school by February 1st, 2025 will be retained by the scholarship program unless prior agreed upon arrangements have been made between the recipient and the committee.
- ▶ The responsibility for the assurance that an application is complete belongs solely to the applicant.

PLEASE NOTE: The Michaels Employee Scholarship Program (MESP) will accept only applications that are filed online. When requesting a 2024 Michaels Employee Scholarship Application, please do not accept a hard paper application. Chances are that any hard paper application that might be provided is the Resident Scholarship Application. MESP will not accept applications from employees' children submitted on the Resident Application.

2024 Scholarship Information

2024 Scholarship Information For Applicants and Parents

Eligibility

All **dependent** children of any **full time or part time** employee of an of the companies within The Michaels Organization are eligible. The parent must have been employed for at least one full year prior to the application deadline. Should both parents be employed by The Michaels Organization, the highest-level position will determine eligibility. Further, dependent children of any employee whose household adjusted gross income exceeds \$200,000 per year are **not** eligible for this program. Additionally, applicants must be either high school seniors who plan to attend a post-secondary college or trade/professional school or a high school graduate or GED holder who is currently enrolled in college or trade/professional school and will continue their enrollment during the 2024/2025 academic year. Scholarships will be awarded only to college students pursuing a degree and students in trade/technical school programs.

Selection Criteria

The criteria used to select grant recipients includes academic performance, character, and proficiency/potential in a chosen field of study. Each of these criteria carries equal weight in determining who will receive grants. Academic performance is determined by evaluating high school or college grade transcripts released to the Michaels Employees Scholarship Program by the student.

All high school students applying must possess a minimum of a 2.5 grade point average on a 4.0 scale or its equivalent. All matriculated college students applying must possess a minimum of a 2.3 grade point average on a 4.0 scale or its equivalent.

Character will be evaluated through examination of an essay written by the student and by one references. The topic of this essay is the following: "In an essay of approximately 400 words, typed, identify and describe what you feel are your most positive personal qualities. Also inform the selection committee of your chosen field of endeavor. Please list co-curricular activities (sports, educational, social, civic, religious, job experiences, and/or family responsibilities) which reflect your interest in the field you have chosen to pursue through your post-secondary studies."

As an alternative to the essay, musical and/or dramatic presentations (5 minute maximum) or a submission of an artistic portfolio (not to exceed 10 pieces) may be provided by those in a related field of study. The Michaels Employees Scholarship Program would prefer these presentations on a flash drive or direct link shared via email. A brief written description including the title(s) of your work, performance or musical composition must also be provided. Please do not submit original art work. Artistic submissions will not be returned.

Please be aware that financial need is one consideration for the scholarship board and is based upon information provided by the applicant. This disclosure can determine if an award is to be made and can affect the amount of the award. The final decision is made at the sole discretion of the committee.

Description of Awards

Each award will represent a scholarship grant provided to the selected students. These grants should not be mistaken in any way for student loans. While a high school student may apply for consideration for a grant prior to being accepted at a college or trade/professional school, they must provide documentation in the form of an admissions acceptance letter to the Michaels Employees Scholarship Program before the grant will be finalized. The exact number of awards and the total amount of money to be awarded in 2024 will be determined during the selection process, in the sole discretion of the MESP.

Payment of Grants

All grants are made payable to the college or other post-secondary institution where the recipient will attend during the 2024/2025 school year. As was previously mentioned, the student must provide a copy of an admissions acceptance letter to an accredited school. It is the intent of the Michaels Employees Scholarship Program that the full amount of these grants is to be applied to the recipient's school expenses. The Michaels Employees Scholarship Program would find it acceptable that these funds be applied to tuition, on-campus room and board, approved off campus room and board, standard student fees, books, and/or required supplies. We suggest that the recipient contact the Michaels Employees Scholarship Program before accepting this scholarship, if there is any doubt about the continuance of other financial aid, especially need-based scholarships.

Notification Procedure

The selection committee will meet during the month of June. All applicants will be notified of the outcome of their application by July 1, 2024.

Important Dates and Deadlines

March 8th, 2024

Application forms available online through Michaels Employees Scholarship Program at www.tmo.com/scholars

May 17th, 2024

FINAL DEADLINE for all parts of the application for a 2024 scholarship. Please be aware that at 11:59 PM Eastern Standard Time on this date the system will lockout. No additional information will be able to be added to partially completed applications and no one will be able to begin filling out a new application.

July 1st, 2024

All applicants will be notified of their outcome status.

July 15th, 2024

Acceptance forms must be returned by this date if the grant recipient wishes to accept the offer of a scholarship. Grants not accepted by this date will be awarded to other applicants.

July 31st, 2024

Scholarship checks, made payable to post-secondary institutions, will be sent via U.S. mail directly to the post-secondary institution on behalf of the scholarship recipient to help pay for the student's 2024/2025 school year costs.

Michaels Employees Scholarship Committee

- Bruce W. Johnson- Ed.D., Educational Consultant
- Sandy Cipollone -Senior Vice President, MMA-Committee Chair
- Courtney Zaccardi - Marketing Specialist, TMO
- Melanie Gilbert- Corporate Controller, MMA
- Theresa Rogers - Corporate Accountant, MMA
- Aaron Richards - Vice President, MMA
- Nancy Thomas - Regional Vice President, MMM
- Allison Wetzel - Community Manager, Coal Township Elderly

The Michaels Organization
PO Box 740
Washington Crossing, PA 18977
(215) 262-4230

Application Procedures:

There are five essential parts of this application, and all must be received in order for the Michaels Employees Scholarship Program to consider the application. **The deadline for completed applications is 11:59 PM EST - May 17th, 2024**

- The completed Application Form that contains basic information about the applicant, as well as, the applicant's and parent/guardian statement with signatures.
- An OFFICIAL grade transcript that shows the courses you have taken and the grades awarded through the fall semester of the 2023/2024 school year. These transcripts will allow us to evaluate academic performance.
- The selection committee wants to get to know you on a personal level and gain insight into your character and your chosen field of endeavor. In an essay of approximately 400 words identify and describe what you feel are your most positive personal qualities. Where possible, refer to personal experiences in which you have demonstrated those qualities. Please list co-curricular activities (i.e. sports, educational, social, civic, religious, job experiences or family responsibilities) which reflect your interest in the field you have chosen to pursue through your post-secondary studies. We encourage you to elaborate briefly on the length of time of your involvement and describe any projects that reflect your interest in this chosen field of study.
- Creative alternatives to this essay are also acceptable. Musical and/or dramatic presentations may be provided. This presentation should be five minutes or less in length, preferably submitted on flash drive or direct link via email. Submission of a portfolio of artistic work, not to exceed 10 pieces, is also a suitable alternative to the essay. A brief written description including the title(s) of your art work, performance or musical composition must also be provided. Please do not submit original art work. Artistic submissions will not be returned.
- One completed reference form must be submitted. This reference should come from a person who has first-hand knowledge of your functioning as a student on a regular basis. The Michaels Employees Scholarship Program assumes that recommendations from teachers, guidance counselors, professors, principals, deans, and/ or other school administrators are better indications of a student's future performance in school than personal recommendations. **AS A RESULT, THIS RECOMMENDATION SHOULD COME FROM THE AFOREMENTIONED TYPE INDIVIDUALS.** References from relatives will not be accepted. If you are unable to secure references from school personnel, employers and/or clergy people qualified to comment on your leadership ability, your personal work accomplishments and/or your character in general would be acceptable.
- All applicants must provide the summary signature page (front & back) of the 2023 Federal 1040 tax return. A facsimile of this document is shown later in the application. Any person within the applicant's household that has filed or plans to file a federal tax return must provide this document. Households submitting more than one application to MESP needs to submit only one set of tax returns. Any applicant household with an adjusted gross income above \$200,000 will not be eligible to receive a scholarship from the Michaels Employees Scholarship Program. All tax documents are held in the strictest confidence and are shredded following completion of the application process.