

Oregon State Elks Association

Vocational Grant Application Form 2012-2013 Academic Year

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VOCATIONAL GRANT APPLICATION FORM

Important: Before preparing this application it is recommended that the procedures outlined on the last page be carefully studied and then accurately executed. Incomplete applications will not be processed. This award is limited to a two-year terminal associate degree program.

Name: _____ Social Security No.: _____

Address: _____ Phone: () _____

City/State/Zip _____
Date of Birth: ____/____/____ Place of Birth: _____ Age: _____ Sex: _____

US-American Citizen (Y/N) _____ If you are not an American citizen, give your place of naturalization:

_____ Date: ____/____/____

High school attended/attending: _____ Cum. GPA: _____

Address: _____ Year graduated/graduating: _____

I will not/did not graduate from high school. I will/will not receive my General Education Diploma.

Issuing school: _____

I certify that the information in this application is true.

Date: _____, 20 ____ Signature of applicant: _____

JUDGING REQUIRES THE ENDORSEMENT OF THE SPONSORING B.P.O. ELKS LODGE

The Scholarship Chairman, Exalted Ruler, or Secretary of the B.P.O.E. Lodge in the jurisdiction in which the applicant is a resident must sign this endorsement, certifying that a Lodge representative has reviewed the application and verifies the accuracy of the statements. The application should not be endorsed if the information does not essentially conform to the requirements outlined in the application of required facts.

This application and any attached information have been reviewed, the statement verified, and is in conformity with the rules and regulations as set forth by the Oregon State Elks Association.

Date: _____, 20 ____ LODGE: _____ No.: _____

Signed: _____
Lodge Scholarship Chairman/Exalted Ruler/Secretary

This is an assistance grant and is not intended to cover the full cost of your education. It is the responsibility of the applicant to also seek assistance from other sources, including making application for Federal financial aid, and to demonstrate that the amount not covered by this grant can be obtained through personal or parental contribution or through other sources of assistance.

ALL INFORMATION IS STRICTLY CONFIDENTIAL AND ONLY AVAILABLE TO INDIVIDUALS ASSOCIATED WITH THE VOCATIONAL GRANT PROGRAM

Junior/Community College/Vocational School selected: _____

Address: _____ City: _____ State: _____

Vocational goal/course of study: _____

At completion, I will receive: _____ Diploma/Certificate. _____ Associate Degree.

Length of first year program: _____ months. Begins: _____ Ends: _____

Length of second year program: _____ months. Begins: _____ Ends: _____

Significant Employment Record: (Company/Specific duties/Employment dates)

Significant Activities and Positions of Responsibility: (School)

Significant Activities and Positions of Responsibility: (Non-School)

YEARLY BUDGET: 1ST YEAR 2ND YEAR

Tuition and related fees:	_____	_____
Books and supplies:	_____	_____
Room and Board: (Circle: On/Off campus)	_____	_____
Transportation:	_____	_____
Other: (please list) _____	_____	_____
TOTAL OF ABOVE	_____	_____
LESS ANTICIPATED INCOME:		
Parent's contribution:	_____	_____
Student's contribution: (Savings/Gifts/Work)	_____	_____
Known or Anticipated Scholarship monies:	_____	_____
Known or Anticipated Grant/Loans monies:	_____	_____
Known or Anticipated Work Study monies:	_____	_____
Part-time College Employment income:	_____	_____
TOTAL OF ABOVE	_____	_____

AMOUNT NEEDED TO BALANCE YOUR YEARLY BUDGET: _____

Date your Free Application for Federal Student Aid form was mailed to the processor: _____
FAFSA reports received? (Y/N) Did your FAFSA reports indicate that you were eligible to receive Federal Pell Grant monies? (Y/N) List the name types (Pell, work study, loans, etc.) and amounts of your assistance Listed in the awards package received from the principal school you plan to attend:

Total institutional award package: _____

Indicate other scholarships/amounts for which you have made application: Mark (Y) if awarded/received.

In order to properly evaluate this application, the information on this page is essential. Select the area which best fits your circumstances. A dependent applicant is one who on his/her own derives the basic and major part of his/her support from himself/herself and/or spouse. Incomplete information in this area will disqualify an applicant.

TO BE COMPLETED BY UNMARRIED APPLICANTS DEPENDENT ON THEIR PARENTS

Father's name: _____ Age: _____ Occupation: _____

Mother's name: _____ Age: _____ Occupation: _____

Father's annual/projected income before taxes: \$ _____

Mother's annual/projected income before taxes: \$ _____

Parent's other taxable/non-taxable income not included above:
(Include pensions/social security/investments/savings/etc) \$ _____

Applicant's annual/projected income before taxes: \$ _____

Applicant's other taxable/non-taxable income not included above: \$ _____

GROSS INCOME: (Total of above) \$ _____

Number of dependents: (Excluding Mother and Father) # _____

Number of dependents attending college/vocational school next year: # _____

Medical/Dental expenses projected to not be covered by insurance: \$ _____

Explain any unusual circumstances that are known/anticipated to increase or decrease your financial picture

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TO BE COMPLETED BY MARRIED OR INDEPENDENT STUDENTS

Applicant's marital status: Single: ___ Married: ___ Divorced: ___ Other: ___

Spouse's name: _____ Age: _____ Occupation: _____

Applicant's annual/projected income before taxes: \$ _____

Spouse's annual/projected income before taxes: \$ _____

All other taxable/non-taxable family income not included above: \$ _____

GROSS INCOME: (Total of above) \$ _____

Number of dependents: (Excluding self and spouse) # _____

Number of dependents attending college/vocational school next year: # _____

Medical/Dental expenses projected to not be covered by insurance: \$ _____

Explain any unusual circumstances that are known/anticipated to or decrease your financial picture:

VOCATIONAL GRANT PROGRAM INFORMATION

WHO MAY APPLY: Any prospective male or female, residing within the jurisdiction of the Benevolent and Protective Order of Elks of the U.S.A. who plans to pursue an eligible vocational/technical program beyond high school, may file an application. All applicants must be citizens of the United States of America on the date the application is filed. A high school diploma or equivalent GED is not required. This application must be filed with the Lodge having jurisdiction in the area which the student has legal residence, on or before April first (4/1).

The definition of an eligible program will be comparable to that contained in the federal vocational legislation. It is defined as a two year or less vocational/technical program, culminating in an associate degree, diploma, or certificate, but less than a baccalaureate program (Bachelors Degree). A student must plan to carry the minimum of 12 credit hours each quarter or its semester equivalent. Although this program is not intended to be used for part-time study or night school single parents, with dependent children and having extenuating circumstances that prevent them from meeting the twelve credit minimum requirements, may be deemed eligible, Individuals in this category must petition the Oregon State Elks Scholarship Chairman at the address found on this application form. If permission is granted and the completed application is received by the deadline date then the vocational grant committee will evaluate the application under the category of "special circumstances."

Do not apply if you are planning to pursue an Associate Degree which is a stepping stone to a 4-year Bachelor's degree. An eligible Associate Degree is considered a terminal degree, whereby, typically after two years of study, a student may become gainfully employed in his/her chosen vocational career. **A student who is planning to continue his or her education towards a bachelor's degree is not eligible to apply.**

This Vocational Grant is a one year award at \$1000. Students may reapply if their program requires an additional year of education. Unexpended monies are subject to withdrawal, if conduct of the student is contrary to principles of law and order and morality supported by the Order of Elks. A student cannot accept more than one Oregon State Elks Association scholarship/grant in an academic year.

All scholarships are in the form of Certificates of Awards issued by the office of the Oregon State Elks Association, conditioned upon the satisfactory enrollment of the student in a vocational/technical course of a two-year US American College or vocational/technical school. Upon receipt of the "Verification of Enrollment" form, completed by the proper school officials, an Oregon State Elks Association check in the amount of \$1000.00 will be forwarded to the school to establish a credit for the student, for that academic year. Payments may not be used to cover retroactive charges. This award will not cover payments for any academic year begun prior to the date of the award.

The grant may be used for tuition, fees, books and school supplies. It may be used only for usual and required cost of applicant's planned course of study. It may not be used for general living expenses such as apartment rent, mortgage payments, insurance payments, automobile expenses for use or maintenance of a car. It may not be used for child care costs.

Applications are evaluated based on the information herein. Therefore, if, after being notified of a grant, your course of study and/or attending school change, the grant may be withdrawn.

After completing this application, make a photo-copy for your records. **Return this completed application to your local lodge for signature and date by April 1.**

Incomplete applications will not be considered for assistance. It is imperative that all information be accurate and detailed so that the committee can understand and properly evaluate the application.

Applications which are not endorsed by an authorized lodge of the Grand Lodge B.P.O. Elks of the U.S.A. will not advance. All successful applicants will be notified by July 1 that they are the recipient of a grant.

All applications become the property of the Oregon State Elks Association.

GENERAL INSTRUCTIONS

1. Application: Complete all applicable sections of the application. Typewritten applications and statements are preferred over hand-written submissions. The application and all supporting documents must be in English or English translations. Letters must be originals, on one side of a single sheet of 8.5 x 11 inch paper, and signed by the author.
2. Exhibits: Should be neat, concise, and in chronological order. Letters of endorsement and the like should be removed from their envelope and bound flat with sufficient left margin for readability.
3. Order of Exhibits:
 - a. A completed application including appropriate signatures and dates.
 - b. A statement by the applicant of not more than 200 words outlining his or her career goals and educational objectives, and summarizing significant accomplishments, involvements, recognition, and needs which the applicant thinks qualify him or her for a grant. This statement should speak of the applicant's background experiences, and initiative relative to achieving the stated career and educational aspirations.
 - c. A letter of not over 150 words from a parent or other person having knowledge of the facts, presenting a picture of the family background, including such information as family size, number of children at home and/or attending a post-high school educational institution. This statement should provide information relative to the judging criteria.
 - d. A signed transcript of high school course work including related test scores.
 - e. One to three letters of endorsement from responsible persons, not related to the applicant, other than an educator, who have had an opportunity to observe personally the applicant and who can give a valid opinion of the character, motivation, need, industry, disposition, skills/abilities and general worthiness of the applicant to successfully achieve in his or her chosen career.
 - f. Up to two letters of endorsement from educators covering the applicant's skills/abilities, work habits, motivation, need, leadership, personality, integrity and general worthiness to successfully achieve in his or her chosen career.
 - g. Any other information which the applicant feels will be helpful in judging his or her worthiness for a grant.
 - h. All applications must be stapled on the left side. Binders or covers should not be used.

JUDGING CRITERIA

MOTIVATION/RESPONSIBILITY –General worthiness, demonstrated achievement, industry, and goal-setting/planning.

NEED – Demonstrated financial need, resourcefulness, thrift, and school cost analysis.

SKILLS/ABILITIES – Aptitude towards chosen vocation, work experience, and course work selection.

GRADES – High School and vocational school records, and test scores.

BROCHURE – Completeness, neatness, organization, accuracy and compliance.

IMPORTANT: Applications received by the Elks Lodge Chairman after April 1 deadline cannot be accepted.