

# MONTANA STATE ELKS ASSOCIATION

## VOCATIONAL SCHOLARSHIP

### APPLICATION

#### Official Application / Guidelines

## B.P.O.E.

Benevolent and Protective Order of Elks

Must be used towards a *two year or less* / technical program

Culminating in an associate degree, diploma or certificate, but less than a baccalaureate program (Bachelor's Degree)

(4) \$500.00 awards are available

Application deadline is March 1<sup>st</sup> of each year

## Montana State Elks Association

### *Vocational Scholarship*

### *Application Guidelines*

This program is open to any prospective applicant residing in the State of Montana and is a US Citizen planning to pursue an eligible vocational/technical (voc/tec) course and has a supplemental high school or preparatory school level certification – a high school diploma or equivalent is not required.

The program is open to male and female applicants who will be judged on an equal basis. While graduating high school seniors may apply into this program, it is not limited to high school students, in fact, is open to all prospective students who require training or retraining to compete in the workplace.

This Vocational Scholarship is for **one** year only, and **may** be renewed for **one** additional year, upon re-application to host Lodge.

This Scholarship may be used for tuition, room and board (*if living on campus*), fees, books and supplies at a Community College or Technical School. It may be used only for usual and required costs of applicants planned course of study and must be paid directly to the school they will be attending.

An eligible program is defined as a two year or less vocational/technical program culminating in a terminal Associates Degree, diploma or certificate, but less than a baccalaureate program (Bachelor's Degree), whereby , after two years of study, a student may become gainfully employed in his/her chosen course of study.

*The student must attend school full time. This Scholarship may not be used for part-time study, correspondence schools, or courses at or below high school level. The school must be in Montana and be accredited.*

***STUDENTS PLANNING TO TRANSFER TO A FOUR YEAR SCHOOL TO PURSUE A BACHELOR'S DEGREE ARE NOT ELIGIBLE FOR THIS PROGRAM.***

# General Information

**How to apply;** Application and guidelines can be downloaded from [www.mtelks.org](http://www.mtelks.org), click on scholarships, click on Vocational Scholarship.

**When to apply;** submit your application 3 – 6 months before your course begins. Applications may be submitted earlier if needed for planning purposes.

**Where to file;** this application must be filed with the local Lodge having jurisdiction in the area in which the student has a legal residence. Go to [www.elks.org](http://www.elks.org) to locate the Lodge nearest your residence.

**What to do;** If contact cannot be made with the local Lodge you may contact the Montana State Elks Association Secretary by going to [www.mtelks.org](http://www.mtelks.org) for assistance.

## **Other considerations;**

- Scholarship will expire one year from award.
- Payment will be made directly to the school.
- Scholarship is subject to cancellation if student's conduct is contrary to the principles of law and morality supported by the Elks.
- The recipient must be willing to have his/her name used in articles related to this Scholarship award and be willing to attend and speak at an Elks supported forum.
- All applications become the property of the Montana State Elks Association and will not be returned. Non-winning applications will be shredded for confidentiality purposes.
- Applicants should make copies for their personal files.

## **Judging will be based on the following;**

1. Motivation - worthiness, desire
2. Skills - Showing aptitude for chosen field
3. Organization of application - Neatness, completeness

Questions may be directed to the scholarship chairperson of your local Lodge or directed to MSEA scholarship chairperson at [www.mtelks.org](http://www.mtelks.org).

**The Montana State Elks Association Vocational Scholarship Awards** are awarded upon the basis of good morals and character, scholarship achievements and financial need. Read this form carefully so you know what is required. Thoroughness in providing your information is essential in the evaluation of your application. **All information will be kept confidential.**

**Applicant must have local lodge endorsement to be considered for judging**

The Scholarship chair, Exalted Ruler or Secretary of the Lodge with jurisdiction in which the student is a resident, must sign the Lodge endorsement. Applications should not be endorsed if there is doubt as to the validity of the information included.

Signed \_\_\_\_\_ Position \_\_\_\_\_

Lodge Name \_\_\_\_\_ Number \_\_\_\_\_ Date \_\_\_\_\_

Lodge Personnel - please forward Applications to the State Scholarship Judging Committee, no later than March 15<sup>th</sup>, at the address provided.

Montana State Elks Association

Grant / Scholarship Judging Committee

Attention Fred Barrett Committee Chair.

120 Gallatin Street

Polson, MT. 59860

## Application criteria High School Seniors;

1. Application, all pages
2. Typewritten applications are preferred, however, neatly printed applications are acceptable. All applications and supporting documents must be in English.
3. All applications and supporting documents must be signed and dated.
4. Applicant essay, 300 words or less, summarizing his/her activities, accomplishments and objectives which the applicant believes qualifies him/her for the grant.
5. Letters of recommendation from educators in authority from schools attended, which should include applicants ability, school work habits, leadership, personality and integrity. (limit 2)
6. Official High School transcripts, photo copies are acceptable.
7. Letters of recommendation from responsible community members vouching for character and general worthiness. (limit 2)
8. Any copies of certificates of achievement from schools or community.
9. Do not include personal photos.
10. Your application must be in a Mead (or similar) paper folder with inside pockets and clasps. Three- hole punch your documents and secure them in the clasps. Elaborate bindings are discouraged. Arrange in the order as outlined in the checklist on the last page of the application.
11. The folder should not contain more than 20 pages.

# Montana State Elks Association

## Vocational Scholarship

Application for year 20\_\_\_\_\_

### Applicant Information;

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_ U. S. Citizen: yes \_\_\_\_ no \_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

### Parent/Guardian:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

High School \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Intended Vocational School \_\_\_\_\_

Course of Study \_\_\_\_\_

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian:

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Montana State Elks Association

## Vocational Scholarship

### Activities/Work Experiences

**High School Activities:** List all activities including clubs, athletics, and youth groups. Indicate leadership positions held and years participated, include additional pages if needed.

**Work Experience:** List all employment both during and after School year.

*Examples: sports teams, Drama, Speech and debate, Band, Choir, Service organizations, National Honor Society, Student government, Yearbook, Newspaper, JrROTC, etc.*

#### Senior year;

Activities/Jobs

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Leadership Positions

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#### Junior Year;

Activities/Jobs

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Leadership Positions

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**Sophomore Year;**

Activities/Jobs

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Leadership Positions

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**Freshman Year;**

Activities/Jobs

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Leadership Positions

## Scoring Instructions

Guide for using a 0-5 rating when evaluating the applications:

### Scoring Instructions

**Guide for using a 0-5 rating when evaluating the applications:**

**5 – Outstanding:** *Superior or Exceptional* characteristics that the student exemplifies for that specific criteria.

**4 – Excellent:** *Extremely Strong, but not exceptional*, characteristics contributing to the standard. The reviewer may have reservation but there are redeeming features to compensate for or outweigh the reservation.

**3 – Strong:** Demonstrates *Strong* characteristics; however, the reviewer *may have reservations*.

**2 – Average:** *Satisfactory* characteristics, but the reviewer may *have major reservations*: i.e. certain characteristics related to the criterion are not present.

**1 – Below Average:** The materials present *are not satisfactory*: application lacks certain requested materials.

**0 – Weak:** The student’s application is considerably *incomplete* with *inadequate materials* present

*This section for Scholarship Evaluators only*

## Scholarship Scoring Sheet

Student Name \_\_\_\_\_ Lodge \_\_\_\_\_

		Maximum Points	Number Score	Points
<b>Section 1: Scholastic:</b>				
A.	ACT/SAT Scores	> 100	_____	_____
B.	G.P.A.	0-5	_____X30_	_____
<b>Total A &amp; B</b>				<b>( _____ )</b>
<b>Section 2. Extracurricular Activities:</b>				
A.	High School Activities	0-5	_____X12_	_____
B.	Non - School/Civic Activities	0-5	_____X8	_____
C.	Work Experience	0-5	_____X10	_____
<b>Total A &amp; B</b>				<b>( _____ )</b>

	Maximum Points	Number Score	Points
<b>Section 3. Honors/Awards &amp; Leadership:</b>			
A. Honors & Awards (HS)	0-5	___X10	_____
B. Offices Held (HS)	0-5	___X6	_____
C. Awards/Offices (non-HS)	0-5	___X4	_____
<b>Total A, B, C</b>			( _____ )

<b>Section 4. Employment &amp; Resourcefulness:</b>			
A. Employment, Summer	0-5	___X5	_____
B. School Year	0-5	___X5	_____
C. Letters of recommendation	0-5	___X10	_____
D. Application Packet	0-5	___X4	_____
E. Applicant Essay	0-5	___X22	_____
<b>Total A, B, C, D</b>			( _____ )

**Total (Sum of 1, 2, 3, 4)**      \_\_\_\_\_ / 730  
**Possible**

Montana State Elks Association Scholarship Checklist

(Please arrange Items in this Order)

Use Mead (or similar brand) paper folder with inside pockets.

- Part I: Applicant Information.
- Part II: Awards and Recognition.
- Part III: Activities/Work Experience.
- Part IV: Counselor Report.
- Part V: Letters of Recommendation.
- Part VI: Applicant Essay.