

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* / vocational/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 1st 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, 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 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 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.

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 15th, at the address provided.

Montana State Elks Association

Grant / Scholarship Judging Committee

Attention Dan Riddle Committee Chair.

401 E. 8th ST.

Anaconda, MT. 59711

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 uploaded email to the committee. **Arrange in the order as outlined in the checklist on the last page of the application.**

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

Counselor Report / School Transcript

Applicant: Complete the top portion of this page and give it to your counselor or appropriate school official. This section can be completed by your counselor before you are finished with your application.

Student Name: Last _____ First _____ MI _____

Counselor: Please answer the following questions to help us identify promising applicants. Also include official, complete, current high school transcript of the student's grades. Please secure this and the copy of the Student Transcript. (include your personal letter of recommendation if you wish) use Word program for all recommendations.

Applicants GPA _____ (required)

Highest GPA in the graduating class _____

Class rank: The applicant ranks ___ in a class of ___

How would you describe this students' academic program?

Below Average ____ Average ____ Above Average ____ Rigorous ____ Most Rigorous ____

Counselor's / Advisor's comments: (if more room is required, please attach sheet(s) with this report)

Name (print) _____ Position _____

Length of time associated with this student _____

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

Leadership Positions

Junior Year;

Activities/Jobs

Leadership Positions

Sophomore Year;

Activities/Jobs

Leadership Positions

Freshman Year;

Activities/Jobs

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
Section 1: Scholastic:				
A.	G.P.A.	0-5	____X30_	_____
Total A & B				(_____)

Section 2. Extracurricular Activities:

A.	High School Activities	0-5	____X12_	_____
B.	Non - School/Civic Activities	0-5	____X8	_____
C.	Work Experience	0-5	____X10	_____
Total A & B				(_____)

	Maximum Points	Number Score	Points
Section 3. Honors/Awards & Leadership:			
A. Honors & Awards (HS)	0-5	____X10	_____
B. Offices Held (HS)	0-5	____X6	_____
C. Awards/Offices (non-HS)	0-5	____X4	_____
Total A, B, C			(_____)

Section 4. Employment & Resourcefulness:			
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	_____
Total A, B, C, D			(_____)

Total (Sum of 1, 2, 3, 4) _____ / 730
Possible

Montana State Elks Association Scholarship Checklist

(Please arrange Items in this Order)

Essay will be written using Word program

- 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.