



## CALIFORNIA-HAWAII ELKS ASSOCIATION

FOR THE VOCATIONAL ACADEMIC YEAR

55 California and 3 Hawaii Grants of \$1,000 for one year  
with an option to renew for one more year.

Filing Date: Three months after receiving application

### APPLICATION CHECKLIST

- Application typewritten, signed/dated and all questions answered. (Note: Duplicated photocopies of this form will be accepted as long as they are neat; clear print on front and back of quality paper with no changes made to the form.)
- Date Application Issued \_\_\_\_\_ Lodge Scholarship Chmn. Sig. \_\_\_\_\_
- BPO Elks Lodge endorsement.
- Endorsement letters as required.
- Transcript of grades or work record.
- Budget for school year projected.
- Appropriate financial page completed - - page 3 or 4.
- Exhibits as required.

**APPLICATIONS RECEIVED WITHOUT ENDORSEMENT LETTERS, GRADES, FINANCIAL AND BUDGET INFORMATION AND/OR LODGE ENDORSEMENT, WILL NOT BE ACCEPTED.**

**ELECTRONIC SCHOLARSHIP APPLICATION FORM  
COMPLETION INSTRUCTIONS**

**NOTE**

THE APPLICATION FORM HAS BEEN DEVELOPED FOR USE WITH **ADOBE ACROBAT READER**

THE FOLLOWING INSTRUCTIONS SHOULD BE FOLLOWED WHEN COMPLETING THE FORM.

1. COMPLETE ALL DOLLAR AMOUNTS ROUNDED TO NEAREST DOLLAR  
(NO CENTS or COMMAS)
2. COMPLETE FORM BY CAPITALIZING ONLY THE FIRST LETTER OF WORDS  
(DO NOT COMPLETE USING ALL CAPITAL LETTERS)
3. IF INSUFFICIENT SPACE HAS BEEN ALLOWED ON THE FORM PLEASE INDICATE IN  
THE APPROPRIATE BLOCK "SEE ADDENDUM SHEET". COMPLETE ADDENDUM  
SHEETS AS A SEPARATE DOCUMENT ( EACH SHEET MUST INCLUDE THE STUDENT'S  
NAME AND SOCIAL SECURITY NUMBER IN THE UPPER RIGHT CORNER OF THE PAGE.  
ALSO IDENTIFY THE BLOCK THAT IS BEING CONTINUED.)
4. SUBMIT COPIES OF INSTRUCTION PAGES A THROUGH D ALONG WITH APPLICATION.

**NOTE:**

WHEN COMPLETING THE FORM--COMPLETE EACH REQUIRED BLOCK AND **TAB** TO THE NEXT  
BLOCK. TO RETURN TO A PREVIOUS BLOCK USE ***SHIFT+TAB***.

# CALIFORNIA-HAWAII ELKS ASSOCIATION

## Vocational Grant Program

**WHO MAY APPLY:** Any prospective student (male or female), resident within the jurisdiction of the California-Hawaii Elks Association (CHEA), who plans to pursue an eligible vocational/technical course, above and supplemental to high school or preparatory school level, may file an application. All applicants **must be citizens of the United States of America** on the date the application is filed. This application must be filed with the Lodge Scholarship Chairman or Exalted Ruler or Secretary of the B.P.O. Elks Lodge having jurisdiction in the area in which the student has legal residence, **within three months of receipt of application**. Only one application may be filed and must be filed with the Lodge of jurisdiction. NOTE: Eligible Students for the optional Second Year Award will be notified by letter approximately one year from the original award date with complete Instructions on How, When and Where to file.

The definition of an eligible program shall 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 (Bachelor's Degree). A student must plan to carry a minimum load of 12 semester credit hours each term. Persons enrolling in a 4-year course leading to a Bachelor's degree are not eligible to apply. Do not apply if you are only a High School Junior as these grants are to be used in the upcoming academic year only. This grant may not be used for part-time study or correspondence schools.

Do not apply if you are planning to pursue an Associate Degree course which is a stepping stone to a 4-year Bachelor's profession. An eligible Associate Degree is considered a terminal Associate Degree, whereby, after 2 years of study, a student may become gainfully employed in his/her chosen vocational career. A student who is planning to continue toward a Bachelor's degree is not eligible to apply.

This Vocational Grant is for one year only with an option to renew for one more year. It is subject to review prior to the start of each academic year. Unexpended credit is 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 Elks Association scholarship/grant in any one academic year.** All scholarships are in the form of Certificates of Award issued by the Fresno office of the California-Hawaii Elks Association, conditioned upon the enrollment of the student in a vocational/technical course of a two-year US American College or vocational/technical school. Upon receipt of "Verification of Enrollment" form, completed by the proper school officials, a CHEA check in the amount of \$1,000.00 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 year the student enters school.

The grant may be used for tuition and fees, room and board (only if living on campus) and books and supplies. It may be used only for usual and required costs of applicant's planned course of study. It **may not** be used for general living expenses such as apartment rent, mortgage 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 award, your course of study and/or school change, the grant may be withdrawn.** You must write to the CHEA Scholarship Chairperson immediately detailing why you changed your school and/or course of study. Also provide documentation to attest that you will be able to pursue this vocational course of study. After completing this application, make a photo-copy **for your own records.**

**Incomplete applications will not be considered for assistance.** It is imperative that all information be set forth, especially information as to your costs to attend your chosen course, so that we may evaluate your needs.

Applications which are not endorsed by an authorized lodge of the California-Hawaii Elks Association will be returned to the applicant.

All applicants will be notified within one month of receipt by the Association office in Fresno as to whether or not they are to receive one of our grants.

All applications become the property of the California-Hawaii Elks Association.

## GENERAL INSTRUCTIONS

### BROCHURE PREPARATION AND REQUIREMENTS

1. APPLICATION: Applicant must use the official CHEA form. **Typewritten applications and statements are preferred** over handwritten submissions and must be signed and dated in all instances. Completed application must be filed with the local Elks Lodge within three months of receipt of application form.

Applications and all supporting documents must be in English or English translations.

Letters must be originals, current, on one side of a single sheet of 8 1/2 x 11 inch paper, and signed and dated by the author (older letters may be included at the end of the exhibits).

2. EXHIBITS: Should be neat, concise and in chronological order. Letters of endorsement, etc., should be removed from envelope and bound flat (allow sufficient margin on left border for readability). No personal photographs.

3. ORDER OF EXHIBITS: (Brochures must be in a folder, bound on the left side with all pertinent information visible.)

A. Application - completed. (Page 1,2,3 or 4)

B. A statement by the applicant of not more than 350 words, summarizing his or her activities, accomplishments, needs and objectives, which the applicant thinks qualifies him or her for a grant, and outline career goals and course planned.

C. A letter of not more than 200 words from a parent or other person having knowledge of the facts, presenting a picture of the family situation and showing the applicant's family background, (such as number of children in family, number of children still at home, and any information to establish factors judged under Judging Standards).

D. A brief letter of endorsement from a responsible person, not related to the applicant, other than an educator, who has had an opportunity personally to observe the applicant and who can give a worthwhile opinion of the character, industry, disposition and general worthiness of the applicant. Additional letters may be included, if appropriate and desired, but not more than two additional letters.

E. Letters from educators - not more than two. Letter(s) are to cover the applicant's ability, work habits, leadership, personality and integrity.

F. Grade record or work record previous two years. (Armed Forces, Vocational, Aptitude test scores, may also be included).

G. **A letter from the school you have selected to attend attesting that the course of study (Vocational) is available and that you are qualified to enter on the dates you have selected.**

H. If naturalized American Citizen, provide photocopy of official document attesting to your becoming an American Citizen.

I. Pamphlet or information relating to course of study to be pursued.

J. Any other information which you feel will be helpful in judging your worthiness for a grant.

### JUDGING WILL BE FOR THE FOLLOWING:

1. MOTIVATION -- General worthiness, desire.
2. NEED -- Financial need, resourcefulness.
3. SKILLS -- Showing of good aptitude toward chosen vocation.
4. GRADES -- High School, Vocation School, College, other test scores, etc.
5. BROCHURE -- Completeness, neatness and the following of directions.

**IMPORTANT:** Be sure your brochure is in the hands of the sponsoring Elks Lodge Chairman **prior to the established deadline date.** Brochures received after this date cannot be accepted.

**California-Hawaii Elks Association**

5450 E. Lamona Avenue

Fresno, CA 93727-2224

Final Filing Date: Three months after receiving application.

**Application of Required Facts**

**VOCATIONAL GRANT PROGRAM**

**IMPORTANT: Read the instructions on page "B" and "C" carefully. Incomplete or late applications will not be processed.**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Street Address \_\_\_\_\_ Phone \_\_\_\_\_

Area Code/Number

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

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

City & State

Are you currently an American Citizen? Yes No (Resident Alien status does NOT qualify, applicant MUST be a citizen on the date the application is signed.)

\* If you are a Naturalized American Citizen, give date, place (Court or Office) & Naturalization Number.

Date \_\_\_\_\_ Place \_\_\_\_\_ Number \_\_\_\_\_

Court or Office and City & State

\* If not born in the United States, but are a citizen by birth, please explain circumstances. \_\_\_\_\_

College or Vocational School planning to attend \_\_\_\_\_

(Full name - NOT initials)

Address \_\_\_\_\_

Street Address

City

State

Zip

First year - Date course will begin \_\_\_\_\_ 20\_\_\_\_ Date course will end \_\_\_\_\_ 20\_\_\_\_

Month/Year

Month/Year

Second year - Date course will begin \_\_\_\_\_ 20\_\_\_\_ Date course will end \_\_\_\_\_ 20\_\_\_\_

Month/Year

Month/Year

Vocational Goal (Give name of course of study) \_\_\_\_\_

At completion of this course, I will receive a Certificate Diploma or an \_\_\_\_\_ Degree (type of degree)

Is this a 2-year course? Yes No If not, how long is course: \_\_\_\_\_

Do you plan to continue on to a 4-year degree? Yes No Undecided

**I certify that the statements contained in this application are true.**

Date \_\_\_\_\_

Signature of Student

**MUST HAVE ENDORSEMENT OF A LODGE OF THE B.P.O. ELKS OF THE U.S.A.  
TO BE ACCEPTED FOR JUDGING**

The Scholarship Chairman or Exalted Ruler or Secretary of the B.P.O. Elks Lodge, in the jurisdiction where the applicant is resident, must sign the Lodge endorsement certifying that he has reviewed the application. **Applications should not be endorsed if they do not essentially conform to the requirements outlined in this Application of Required Facts.** Applicant must use official California-Hawaii Elks Association form.

\* This application, with attached exhibits, has been reviewed and conforms to the rules and regulations set forth by the Scholarship Committee of the California-Hawaii Elks Association. Naturalized American Citizens have provided proof of their U.S. citizenship as an exhibit to this application.

Lodge Name: \_\_\_\_\_ No. \_\_\_\_\_ State \_\_\_\_\_

Date \_\_\_\_\_ (signed) \_\_\_\_\_

Lodge Scholarship Chairman or Exalted Ruler or Secretary

\* \* TO LODGE PERSONNEL: Applicant must file no later than three months after first receiving application. After endorsing the application, mail it to CALIFORNIA-HAWAII ELKS ASSOCIATION, 5450 E. LAMONA AVENUE, FRESNO, CA 93727-2224, to be postmarked no later than two and one-half months after your receipt of application. Applications postmarked over two and one-half months after your receipt will not be accepted.

Name of High School Attended or now attending \_\_\_\_\_

Address \_\_\_\_\_ Year Graduate \_\_\_\_\_ Grade Point Average (GPA) \_\_\_\_\_  
City & State

Did not & will not graduate from High School I have received my G.E.D. Yes No

Detail educational background listing all Vocational/Technical Schools/Colleges or other Schools, beyond high school level, attended or attending and degrees attained, if any.

School Name/City	Dates	Degree/Certificate

Employment record (employer, address, dates of employment, person to contact about employment, position) \_\_\_\_\_

\_\_\_\_\_

Honors & Awards - Non-school related (Civic) \_\_\_\_\_

\_\_\_\_\_

Offices or positions held (Organization, position, year) \_\_\_\_\_

Other Activities (School or Civic) \_\_\_\_\_

\_\_\_\_\_

*Note: Use additional sheet if needed.*

**TO BE COMPLETED BY ALL APPLICANTS**

Budget for one full Academic Year. How many months \_\_\_\_\_

This grant can be used only to cover the items in A-B&C below. It **may not** be used for general living expenses such as apartment rent, mortgage payments, automobile expenses for use or maintenance of a car. It **may not** be used for child care costs. Incomplete or unnecessary information in this section cannot be evaluated. Round up to the nearest DOLLAR.

- A. Tuition and Fees (full academic year, not monthly) .....\$ \_\_\_\_\_
- B. Books and Supplies..... \_\_\_\_\_
- C. Room and Board (only if living on campus)..... \_\_\_\_\_
- D. Total of above - Add lines A, B & C ..... \$ \_\_\_\_\_

**LESS ANTICIPATED AMOUNTS AVAILABLE FOR EDUCATION (INCOME):**

- E. Parent(s) Contribution .....\$ \_\_\_\_\_
- F. Student's Contribution ..... \_\_\_\_\_
- G. Summer earnings ..... \_\_\_\_\_
- H. College Work/Study Employment ..... \_\_\_\_\_
- I. Other Scholarships, Grants or Loans (List name & amounts in detail):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- J. Total of above - ADD lines E,F,G,H & I..... \$ \_\_\_\_\_  
 Amount needed to balance school budget for one year  
 SUBTRACT line J from line D..... \$ \_\_\_\_\_

\_\_\_\_\_ DATE

\_\_\_\_\_ STUDENT SIGNATURE

**This is an assistance grant and is not intended to cover the full cost of your education. It is the responsibility of the student to also seek assistance from other sources 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 programs.**

To properly evaluate this application, the information on these two pages is essential. Choose the area which best fits the applicant's circumstances. A dependent applicant is one who relies on his/her parents for the basic and major portion of his/her support. An independent applicant is one on his/her own and derives the basic and major portion of his/her support from himself/herself and/or a spouse. Incomplete information in this area will disqualify applicant.

**TO BE COMPLETED FOR UNMARRIED APPLICANT DEPENDENT ON PARENTS:**

Father's Name \_\_\_\_\_ Age \_\_\_\_\_ Occupation \_\_\_\_\_

Mother's Name \_\_\_\_\_ Age \_\_\_\_\_ Occupation \_\_\_\_\_

Parents marital status - Mother: Married Widowed Divorced Remarried  
 Father: Married Widowed Divorced Remarried

Father's annual income before taxes..... \$ \_\_\_\_\_

Mother's annual income before taxes..... \_\_\_\_\_

Applicant's annual income before taxes..... \_\_\_\_\_

All other taxable or non-taxable income not included above (including pensions, social security/disability, interest, dividends, etc. - explain source) \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_  
 GROSS INCOME (total of above)..... \$ \_\_\_\_\_

Number of Dependents (excluding mother & father)..... \_\_\_\_\_

Number of Dependents attending college in current year..... \_\_\_\_\_

Current years' Medical & Dental expenses not paid by insurance..... \$ \_\_\_\_\_

Emergency expenses (flood damage, etc.)..... \_\_\_\_\_

Total market value of home \$ \_\_\_\_\_ less amount of unpaid mortgage (equity)..... \_\_\_\_\_

If no home is owned - amount of annual rent..... \_\_\_\_\_

Do you own a business or farm Yes No If so, what is market value (less mortgage)..... \_\_\_\_\_

What is the **net** profit?..... \_\_\_\_\_

Value of bank savings accounts..... \_\_\_\_\_

Value of other investments (CD's, stocks, bonds, etc. - explain source):  
 \_\_\_\_\_  
 \_\_\_\_\_

Any unusual circumstances, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Does Mother OR Father have a pension plan other than Social Security? Yes No

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PARENT SIGNATURE

**TO BE COMPLETED BY MARRIED OR INDEPENDENT STUDENT:**

Applicant's marital status      Single                      Married

Spouse's Name \_\_\_\_\_ Age \_\_\_\_\_ Occupation \_\_\_\_\_

Applicant's annual income before taxes ..... \$ \_\_\_\_\_

Spouse's annual income before taxes ..... \_\_\_\_\_

All other taxable or non-taxable income not included above (including social security/disability, interest, dividends,  
 etc. - explain source \_\_\_\_\_  
 \_\_\_\_\_

Gross income (total of above)..... \$ \_\_\_\_\_

Number of Dependents (excluding applicant and spouse) ..... \_\_\_\_\_

Spouse Attending School YES NO ..... \_\_\_\_\_

Number of other dependents attending school/college ..... \_\_\_\_\_

Current years' Medical & Dental expenses not paid by insurance..... \_\_\_\_\_

Emergency expenses (detail) \_\_\_\_\_

Total market value of home \$ \_\_\_\_\_ less amount of unpaid mortgage (equity)..... \_\_\_\_\_

If no home is owned, amount of annual rent..... \_\_\_\_\_

Do you own a farm or business YES NO If YES, what is market value (less mortgage)..... \_\_\_\_\_

What is the **net** profit? ..... \_\_\_\_\_

Value of bank savings accounts ..... \_\_\_\_\_

Value of other investments (CD's stocks, bonds, etc. - explain source):  
 \_\_\_\_\_  
 \_\_\_\_\_

Any unusual circumstances, please explain: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 STUDENT SIGNATURE