

## **2022 Iowa State Elks Association Vocational Grant**

The Iowa State Elks Association is pleased to offer twenty (20) \$1,500.00 Vocational Grants to individuals pursuing a vocational (2-year or less) training/educational program. These grants are open to current high school seniors **or** any non-traditional student (second career, etc.) pursuing such a program at an accredited school. **These grants ARE NOT intended for students who will pursue a 4-year course of study eventually leading to a bachelor's degree; this includes students attending a community college with the intent of continuing on to a four-year degree program. Applications received for persons ultimately pursuing a 4-year course of study will be disqualified from consideration.**

**WHO MAY APPLY:** Any prospective student (male or female), residing within the jurisdiction of a B.P.O. Elks Lodge belonging to the Iowa State Elks Association (iowaelks.org) who plans to pursue an eligible educational program 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, Exalted Ruler, or Secretary of the B.P.O. Elks Lodge having jurisdiction in the area in which the student has legal residence, on or before March 7, 2022. **Only one** application may be filed and must be filed with the Lodge of Jurisdiction. No applicant may receive more than one (1) Iowa State Elks Association Grant in any one year.

**A STUDENT MUST ENROLL IN A FULL TIME PROGRAM** in an accredited institution of furthering education. This grant is to be used only during the 2022-2023 academic year. A student may apply for a second year grant. No student may be awarded more than two (2) grants.

**ALL GRANTS ARE IN THE FORM OF CERTIFICATES OF AWARD** issued by the Iowa State Elks Association, conditioned upon the enrollment of the student in an accredited institution of their chosen career path. Upon receipt of the "Student Enrollment Verification Form" completed by the proper school officials and affixed with the school's seal and student identification number, an Iowa State Elks Association check in the amount of the scholarship will be forwarded to the school to establish a credit for the student for the 2022-2023 academic year. *Payments may not be used to cover retroactive charges.*

**THIS GRANT MAY BE USED FOR** tuition and fees, room and board (only if living on campus), and books and supplies and only for usual and required costs of the applicant's planned course of study. This Grant **MAY NOT BE USED FOR** child-care costs, part-time study or correspondence courses. It may not be used for general living expenses, rent, mortgage payments, automobile expenses for use or maintenance of a vehicle.

**APPLICANTS ARE EVALUATED** based on the information herein. Therefore, if, after being notified of a Grant, course of study and/or school attending change, the Grant may be withdrawn.

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

**APPLICATIONS WHICH ARE NOT ENDORSED** by an authorized Elks Lodge of the Iowa State Elks Association (iowaelks.org) will not be considered for potential awards.

**APPLICANTS WILL BE NOTIFIED BY MAY 15, 2022** as to whether or not they are to receive one of our Grants.

**ALL APPLICATIONS** become the property of the Iowa State Elks Association. After completing this application, make a photocopy for your own records should you wish one.

(Over)

## GENERAL INSTRUCTIONS PREPARATION AND REQUIREMENTS

1. **Application:** Applicant must use the Official Iowa State Elks Association Form (iowaelks.org). The form must be completed, dated and signed by the applicant, parent or guardian (where applicable) **and** the local Elks Lodge Official. The application must be returned to the sponsoring Lodge (iowaelks.org) **ON OR BEFORE MARCH 7, 2022. THERE WILL BE NO EXCEPTIONS.**
2. Typewritten applications and statements are preferred (although not required) over handwritten submissions and **must be signed** in all instances. Handwritten submissions must be legible to be considered.
3. The cover page and instruction pages may be omitted. All other pages of the application are to be completed and returned.
4. Applications and all supporting documents must be in English or English translations.
5. Any letters must be originals, single sided, 8½ x 11 inches and *signed by the author*. Other documents may be photocopies.
6. **Exhibits:** Should be neat, concise and in chronological order. Letters of endorsement, etc. should be removed from envelope and bound flat allowing sufficient margin on left border for readability.
7. **Applications will not be returned**, so applicants should make a copy should they wish to have a copy of their application.
8. **Order of Exhibits:**
  - A. **Application** – completed in its entirety.
  - B. **Letter Explaining Need for Financial Support** - a letter of 200 words or less explaining financial conditions or extenuating circumstances that make receiving an award necessary for the applicant and/or his or her family. **This letter must be signed and dated.**
  - C. **Letter of Intent and Essay** – not more than 200 words setting forth his/her vocational and/or professional goals and how he/she plans to use the education/training once completed. Also, relate how past, present and future activities will make the accomplishment of this goal probable. The applicant by deed and circumstance must demonstrate his/her worthiness. **This letter must be signed and dated.**
  - D. **Additional Supporting Evidence** – Additional documentation may be included if the applicant believes it will help clarify information in the application. **TOTAL LENGTH OF APPLICATION SHOULD NOT EXCEED TWELVE (12) PAGES.**
  - E. **Presentation** – Applications must be properly bound on the left side with hinges or staples in a standard binder or cover. Elaborate bindings are discouraged. Any applicant identification on the front cover is NOT necessary. Clear plastic or bulky covers are undesirable. **NO 3-RING BINDERS!**

*Return completed application to your nearest Elks Lodge by March 7, 2022.*

# **Iowa State Elks Association Vocational Grant Application**

## **Personal Information**

Applicant Legal Name: \_\_\_\_\_

Street: \_\_\_\_\_ Applicant Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

email: \_\_\_\_\_

Place of Birth \_\_\_\_\_ Birthdate (MM/DD/YYYY): \_\_\_\_\_

U.S. Citizen  Yes  No (Applicant must be a U.S. citizen on date application is signed)

If not born an American citizen, indicate date and place of Naturalization:

Date (MM/DD/YYYY): \_\_\_\_\_ Place: \_\_\_\_\_ # \_\_\_\_\_

Traditional Student  Yes  No Non-Traditional Student (second career, etc.)  Yes  No

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date mailed / delivered to nearest Elks Lodge*

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**MUST HAVE THE ENDORSEMENT OF AN IOWA LODGE OF THE BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE UNITED STATES OF AMERICA TO BE ACCEPTED FOR JUDGING.**

The Scholarship Chairman or Exalted Ruler or Secretary of the Iowa B.P.O. Elks Lodge, in the jurisdiction where the applicant is a resident, must sign the Lodge (iowaelks.org) endorsement certifying that he/she has reviewed the application. Applications should not be endorsed if they do not essentially conform to the requirements outlined herein. Applicant must use this Iowa State Elks Association Form.

## **Lodge Endorsement**

This application, with attached exhibits, has been reviewed and conforms to the rules and regulations set forth by the Iowa State Elks Association.

Lodge Name \_\_\_\_\_ No \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**DEADLINE DATE FOR ALL APPLICANTS IS MARCH 7, 2022**

**LOCAL LODGE SCHOLARSHIP CHAIRPERSON MUST SEND THEIR RANKED APPLICATIONS TO THE IOWA STATE DISTRICT CHAIRMAN BY MARCH 26, 2022.**

**THERE WILL BE NO EXCEPTIONS, EXCLUSIONS OR EXEMPTIONS TO THE ABOVE DATES.**

**Accredited College, Vocational School or Trade School planning to attend:**

Name of School/College: \_\_\_\_\_

Have you been accepted?  Yes  No

Name of Course of Study: \_\_\_\_\_

How long does it normally take to complete this Course of Study (in months)? \_\_\_\_\_

At the completion of this course, I will receive a:

Certificate  Diploma  Degree (Indicate Type) \_\_\_\_\_

**Financial Need Worksheet:**

Round amounts to nearest dollar

Tuition and Fees (Full course – NOT monthly).....\$ \_\_\_\_\_

Books and Supplies.....\$ \_\_\_\_\_

Room and Board (if applicable – on campus housing ONLY).....\$ \_\_\_\_\_

Travel .....\$ \_\_\_\_\_

Other Expenses .....\$ \_\_\_\_\_

**TOTAL COSTS ..... \$ \_\_\_\_\_**

Student's Contribution.....\$ \_\_\_\_\_

Parents Contribution, if applicable .....\$ \_\_\_\_\_

Other Earnings .....\$ \_\_\_\_\_

School Work/Study or Employment.....\$ \_\_\_\_\_

Other Scholarships, Grants or Loans (details may be provided on separate sheet).....\$ \_\_\_\_\_

**TOTAL ANTICIPATED INCOME..... \$ \_\_\_\_\_**

**AMT. NEEDED TO BALANCE SCHOOL BUDGET FOR COURSE (cost minus income) \$ \_\_\_\_\_**

**Extenuating Financial Circumstances**

*If the applicant or parent/guardian has extenuating financial circumstances, please explain in the **Letter Explaining Need for Financial Support** on an attached piece of paper. Include any information that could better help the Scholarship Committee make a determination of your financial need.*

**Letter Explaining Need for Financial Support**

The applicant (or applicant's parents/legal guardians if applicant is a dependent) should include a letter of 200 words or less explaining financial conditions or extenuating circumstances that make receiving an award necessary for the applicant and/or his or her family. *This letter should be dated and signed by the individual writing it.*

**Letter of Application and Essay**

The applicant must include a letter of 200 words or less explaining his/her reasons for wishing to pursue this educational goal. Included in this letter should be any related experience the applicant has obtained, contacts the applicant has had with others actively engaged in this type of an activity, efforts the applicant has made to become familiar with the requirements to enter this occupation, the potential for employment and include future career goals once education is completed. The applicant by deed and circumstance must demonstrate his/her worthiness.

The letter should also include a paragraph demonstrating good citizenship, community service, involvement in service organizations and/or any volunteer service. *This letter should be dated and signed by the individual writing it.*

**Additional Supporting Evidence**

Additional copies of awards and pictorials applicable to the applicant's career path may be included if the applicant feels this additional information will help the scholarship committee in making their choice of scholarship recipients. This *could* include school transcripts, work evaluations, or letters of reference (any letters of reference must be originals, signed and dated). **TOTAL LENGTH OF APPLICATION SHOULD NOT EXCEED TWELVE (12) PAGES.**

Photocopies of awards and pictorials are encouraged, since applications WILL NOT be returned to the applicant.

**Presentation**

Applications must be properly bound on the left side with hinges or staples in a standard binder or cover. Elaborate bindings are discouraged. Any applicant identification on the front cover is NOT necessary. Clear plastic or bulky covers are undesirable. **NO 3-RING BINDERS!**

Please review the **Order of Exhibits** listed on the instruction sheet and follow the instructions fully.

*Return completed application to your nearest Elks Lodge by Monday, March 7, 2022.*