



CALIFORNIA-HAWAII ELKS ASSOCIATION

VOCATIONAL GRANT APPLICATION

Grants range from \$500 to \$2,000 for the first year with an option to renew for a second year.

APPLICATION CHECKLIST

- Application legible, signed/dated and all questions answered. (Copies of this form will be accepted as long as they are clear with no changes made to the form.)
- Application Signed and Dated by BPO Elks Lodge Scholarship Chairman, Exalted Ruler or Secretary
- Statement from Applicant – A signed and dated letter from the applicant of not more than 350 words, summarizing the activities and accomplishments which the applicant thinks qualify him or her for a grant. Include needs and objectives and outline career goals and course planned.
- Two Endorsement letters:
 1. Letter from any educator on the applicant's ability, work habits, leadership, and integrity.
 2. A brief letter from a family member or other responsible person who has personally observed the applicant and who can give an opinion of the character, industry, disposition and general worthiness of the applicant.
- Transcript of grades or work record for past 2 years. (Armed Forces, Vocational Aptitude test scores, may also be included).
- A letter from the school you have selected to attend attesting that the vocational course of study is available and that you are qualified to enter on the dates you have selected.
- Pamphlet or letter from school showing details of the course of study you want to take.

You may add other information which will be helpful in judging your eligibility for a grant.

APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION WILL NOT BE APPROVED.

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CALIFORNIA-HAWAII ELKS ASSOCIATION

Vocational Grant Program

WHO MAY APPLY: Any prospective student (male or female), residing within the jurisdiction of the California- Hawaii Elks Association (CHEA), who plans to pursue an eligible vocational/technical course may file an application. **Persons enrolling in a 4-year course leading to a Bachelor's degree are not eligible.** All applicants must be citizens of the United States of America on the date the application is filed.

WHAT PROGRAMS ARE ELIGIBLE? An eligible program shall be defined as a two-year or less vocational/technical program, culminating in an associate degree, diploma, certificate, or other evidence of completion. Students planning to pursue a four year degree are not eligible to apply. The student must attend school full time (a minimum of 12 semester credit hours). This grant may not be used for part-time study, correspondence schools, or courses at or below high school level. A course must be a minimum of sixty (60) days of continuous full time study. The school must be in the United States and have received accreditation within the industry by either the federal Department of Education or the Council of Higher Education Accreditation (CHEA).

WHERE TO FILE: 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. To find the right Lodge, go to www.elks.org and put your zip code in "Lodge Locator". Only one application may be filed. Students eligible for the optional Second Year Award will be notified by letter with instructions on how, when and where to file.

HOW DOES THIS GRANT WORK? The amount of the grant will range from \$500 to \$2,000 depending on the cost of the course and student's financial need. Each grant is for one year with an option to renew for one more year. After approval by the CHEA Scholarship Chairman, payments are made by the Fresno office of the California-Hawaii Elks Association (CHEA) to the school. Payments are conditional upon the fulltime enrollment of the student in the vocational/technical course in the school shown on the application. Payments cannot be made directly to the student. Upon receipt of "Verification of Enrollment" form completed by the proper school officials, a CHEA check will be forwarded to the school to establish a credit for the student, for that school year. Payments may not be used to cover charges incurred prior to approval of grant. 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. The grant may also be withdrawn if the course of study changes. A student cannot receive more than one Elks Association scholarship/grant in any one school year.

The grant may be used for tuition and fees, room and board (if living on campus) and books and supplies. It may be used only for usual and required costs of student's planned course of study. It may not be used for general living expenses such as apartment rent, mortgage payments, expenses for use or maintenance of a car. It may not be used for child care costs.

WHEN TO APPLY: Submit your application 3 to 6 months before your course begins. Justification must be provided for applications submitted more than six months prior to school start date. The application must be submitted within 3 months of receiving or downloading the application.

GENERAL INFORMATION: Typewritten applications and statements are preferred over handwritten submissions.

On budget, round off to nearest dollar.

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

Use additional sheets if needed.

After completing this application, make a photo-copy for your own records.

Do NOT submit your application electronically. It must be submitted on paper.

Evaluation will include neatness and completeness of application.

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

The CHEA Scholarship Chairman will notify you within 30 days of receipt of the application whether it has been approved.

DO NOT INCUR EXPENSES RELATED TO TRAINING PRIOR TO WRITTEN APPROVAL FROM CHEA SCHOLARSHIP CHAIR.

GRANT FUNDS ARE PAID ONLY TO THE SCHOOL, NOT TO STUDENT.

Questions may be directed to the Scholarship Chairman of the Lodge where you live or to the CHEA Scholarship Chairman. www.chea-elks.org. Click on "Committees", then "Scholarships"

California-Hawaii Elks Association
5450 E. Lamona Avenue
Fresno, CA 93727-2224
VOCATIONAL GRANT PROGRAM APPLICATION
Must be submitted within 3 months of receiving application

Read the instructions carefully. Incomplete applications will not be approved.

Name _____
Street Address _____ Phone _____
Area Code/Number
City/State/Zip _____ Email address _____
Date of Birth _____ Age _____ Social Security No. will be required if approved _____

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

* Evidence of citizenship may be required if approved.

College or Vocational School planning to attend _____
(Full name, not initials)
Address _____
Street Address City State Zip

First year - Date course will begin _____ Date course will end _____
Month/Day/Year Month/Day/Year

Second year - Date course will begin _____ Date course will end _____
Month/Day/Year Month/Day/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 work in your chosen vocation upon completion? Yes No If not, why? _____

**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 Elks Lodge in the jurisdiction where the applicant resides must sign the Lodge endorsement certifying that they have reviewed the application. Applications should not be endorsed if they do not conform to the requirements in the attached instructions. Applicant must use this 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. Evidence of U.S. Citizenship may be required if approved.

Lodge Name: _____ No. _____ State _____ Email address or phone _____

Lodge address: _____

Date _____ (signed) _____ Email address or phone _____
Lodge Scholarship Chairman or Exalted Ruler or Secretary

Printed name of Lodge contact for this application _____

TO LODGE PERSONNEL: 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 30 days after signing by applicant. Applications postmarked over 60 days after signing by applicant will not be accepted.

Name of High School Attended or now attending _____

Address _____ Year Graduated _____ Grade Point Average (GPA) _____
City & State

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

Have you attended other Vocational/Technical Schools/Colleges or other Schools, beyond high school level?

School Name/City _____ Dates _____ Degree/Certificate _____

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

Other Activities (School or Civic) _____

What type of work do you plan to do when you have completed your course? _____

Budget For First Full School Year. How many months _____

This grant can be used to cover the items in A, B, & C below. The grant will be paid to your school and cannot be paid to the student. Incomplete or unnecessary information in this section cannot be evaluated.

A. Tuition and Fees (full school year, not monthly)\$ _____

B. Books and Supplies\$ _____

C. Room and Board (if living on campus)\$ _____

D. Total of above - Add lines A, B & C..... \$ _____

How are you planning to pay for your schooling?

E. Parent(s) Contribution\$ _____

F. Student's Contribution\$ _____

G. Planned work/employment\$ _____

H. Other Scholarships, Grants or Loans (List name & amounts):
_____ \$ _____

I. Total of above - ADD lines E, F, G & H\$ _____

Amount needed to balance school budget for one year. SUBTRACT line I from line D\$ _____

This is an assistance grant that 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/parental contribution or other sources of assistance.

*****More Financial information may be required before approval of application. *****

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

Date _____

Signature of Applicant _____