



## **CALIFORNIA-HAWAII ELKS ASSOCIATION (C.H.E.A.)**

[www.chea-elks.org/youth-activities/scholarship](http://www.chea-elks.org/youth-activities/scholarship)

### **VOCATIONAL GRANT APPLICATION**

Grants range from \$500 to \$2,000 for the first and second year(s).

### **APPLICATION CHECKLIST**

\_\_\_ Application Signed and Dated by BPO Elks Lodge Scholarship Chairman, or the Exalted Ruler, or the 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 plans.

\_\_\_ Transcript of grades or work record for the past 2 years. (Armed Forces, Vocational Aptitude test scores, may also be included). If you have been out of school or work for more than 2 years write a statement explaining the circumstances and attach it to this application.

\_\_\_ 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.

**APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION CANNOT BE PROCESSED.**

You may add other information to this application that you believe will be helpful.

Rev 9Feb2024

### **CALIFORNIA-HAWAII ELKS ASSOCIATION**

Vocational Grant Program

**WHO MAY APPLY:** Any prospective student, residing within the jurisdiction of the California- Hawaii Elks Association (CHEA), who plans to pursue an eligible vocational/technical course may apply. 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. This grant may not be used for courses at or below the high school level. If work-related certification or recertification the job must require a high school diploma or equivalent and the school must be in the United States and have received accreditation within the industry, or by either the federal Department of Education or the Council of Higher Education Accreditation.

**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](http://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 the 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 full-time 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 the "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 before approval of the grant. Unexpended credit is subject to withdrawal if the 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 the usual and required costs of a student's planned course of study. It may not be used for general living expenses such as apartment rent, mortgage payments, or expenses for the use or maintenance of a car. It may not be used for childcare costs.

**WHEN TO APPLY:** Submit your application 30 days before your course begins. The application must be submitted within 3 months of receiving or downloading the application because the California Hawaii Elks reserves all rights to change the program.

**GENERAL INFORMATION:**

Typewritten applications and statements are preferred over handwritten submissions. On budget, round off to the nearest dollar. Applications and all supporting documents must be written in English or translated into English. Use additional sheets if needed. After completing the applicant's portion of the application it is recommended that you make a copy for your records. Electronic applications cannot be processed at this time. The neatness and completeness of the application can be used to evaluate the application. All applications become the property of the California-Hawaii Elks Association aka CHEA.

The CHEA -Vocational Grant Chairman will notify you whether or not your application qualifies within 30 days of receipt of the application in the Fresno CHEA office.

**DO NOT INCUR EXPENSES RELATED TO TRAINING BEFORE WRITTEN APPROVAL FROM THE CHEA VOCATIONAL GRANT 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 Vocational Grant Chairman at [cheascholarship@gmail.com](mailto:cheascholarship@gmail.com)

California-Hawaii Elks Association  
5450 E. Lamona Avenue  
Fresno, CA 93727-2224  
(559) 255-4531

VOCATIONAL GRANT PROGRAM APPLICATION  
MUST BE SUBMITTED TO AN ELKS LODGE 30 DAYS before COURSE START DATES.

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

Name of applicant \_\_\_\_\_

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

City \_\_\_\_\_ State CA, Zip \_\_\_\_\_ Email address \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security No. will be required if approved \_\_\_\_\_

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

\* Evidence of citizenship may be required if approved.

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

Address \_\_\_\_\_ City \_\_\_\_\_ State CA Zip \_\_\_\_\_

First year - Date course will begin Date course will end \_\_\_\_\_  
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 a Degree (type of degree) Is this a 2-year course? Yes No If not, how long is the course? \_\_\_\_\_

Do you plan to work in your chosen vocation upon completion? Yes or No If no, please explain your career goal \_\_\_\_\_?

**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. Applicants 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, \_\_\_\_\_

Date (signed) \_\_\_\_\_ Email address or phone \_\_\_\_\_

Printed name of Elks Lodge contact for this application \_\_\_\_\_ title \_\_\_\_\_

**TO ELKS 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 ten days after signing by applicant. Applications postmarked over 30 days after signing by the applicant may not be eligible for processing. .

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

Address \_\_\_\_\_

Year Graduated \_\_\_\_\_

Grade Point Average (GPA) \_\_\_\_\_

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

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

level? Yes or no? If yes, School Name \_\_\_\_\_ City \_\_\_\_\_ Dates

\_\_\_\_\_ Degree/Certificate \_\_\_\_\_.

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

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 or Guardian 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 the school budget for one year. SUBTRACT line I from line D \$ \_\_\_\_\_

This is an assistance supplemental 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 the application.

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

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_