



NEVADA STATE ELKS ASSOCIATION

SCHOLARSHIP COMMITTEE GUIDELINES

GL and State Most Valuable Student Program State Vocational Grant Program

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Complete revision and combination of the MVS & Vocational Grant Manuals
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NSEA SCHOLARSHIP COMMITTEE GUIDELINES

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1.0 Purpose

- To promote Subordinate Lodge participation in the Grand Lodge and State Association "Most Valuable Student" Scholarship contest as well as the State Association Vocational Program.
- To promote the Grand Lodge and State Most Valuable Student scholarship and grant programs and to reach the young people who need and deserve help. Students should be of good character and behavior patterns, and should possess superior scholastic attainments and leadership qualities. This scholarship program is designed to aid students in beginning their college educations under favorable circumstances.
- To promote the Vocational Grant program and to reach the young people who need and deserve help. Students should be of good character and behavior patterns, and should possess superior goal setting and leadership qualities. This vocational program is designed to aid students planning to pursue an eligible vocational/technical (voc/tec) course resulting in a certificate or two-year degree leading to employment opportunities.
- While every effort has been put forth to keep the information provided in this document up to date and correct you will be required to verify the Grand Lodge provided exhibits for any changes. The contact info and dates are changed each year.

2.0 Scope

- GL and State Most Valuable Student Program: Scholarship, citizenship, leadership, honors, awards, activities and financial needs are the criteria by which applicants are judged. Experience shows that students who qualify for final consideration usually have a Scholarship rating of ninety percent or better, and stand in the upper five percent of their class.
- Nevada State Vocational Program: Open only to graduating senior high school students, and general education students receiving a diploma or certificate during the current program year. Applicant must be a citizen of the United States on date the application is filed and he or she must be seeking an educational course or training, culminating in an Associate Degree, Diploma, or Certificate. Course or training must not exceed two (2) years. **Students planning to transfer to a four year school to pursue a Bachelor's degree are not eligible to apply.**

3.0 Responsibilities

3.1 President-Elect Liaison

- Act as point of contact for the State Committee Chair and provide the Liaison between the Chair and the State President. This will include monitoring Committee actions and reporting to the State President.
- Assist in coordinating details and arranging all state Scholarship and Award programs.

- Assist the State Committee Chair in getting the Local Lodges to provide the required reports to the State Chair for inclusion in the reports provided to the members at the State Convention and Mid-Term Meeting.
- Assist the Governing Board in determining the budget requirements for the State Scholarship programs.

3.2 State Chair

- The State Chair is responsible for providing guidance and information to the District and/or Lodge Scholarship Chairs, as necessary.
- By late September, the State Chair should notify the Lodge Chairs of where to send their Lodge winners for district judging.
- The State Chair, in concert with his or her District Chairs, must also resolve disagreements between Lodges in areas where jurisdictional boundaries are not clearly defined. In all such instances, the State and District Chairs should act with the overall good of the program in mind. They should define boundaries from which competing Lodges should accept applications. However, any jurisdictional decisions must be made prior to judging the applications. Please contact the ENF if you have questions.
- The State Chair sets and announces the date and site of state judging.
- The State Chair ensures that Lodges, districts and state follow the ENF scoring system.
- Write article to the state newsletter as needed. Articles need to be sent directly to the newsletter editor.
- Monitor District Chair activities and assist in finding District Chair who will fulfill duties and responsibilities as outlined in this manual.
- Provide committee training to District and Lodge Chair.
- Keep records of the committee activities and pass these on to the succeeding chair.
- Turn over all files and records in his/her charge to the succeeding State Chair.
- Ensure the Elks National Foundation is aware of your name, address and zip code.
- Obtain prepared publicity materials on the Scholarship program for use by newspaper, radio and television from the Elks National Foundation.
- Submit suggestions and programs to the State President and President-Elect.
- Arrange judging of applications according to Grand Lodge regulations.
- Forward the top applications per Grand Lodge directions prior to the deadline.
- See Exhibit E for more information.

3.3 District Chair

- The District Chair is responsible for providing guidance and information to Lodge Scholarship Chairs. Remind the Lodge Scholarship Chairs of the submission DEADLINE.
- The District Chair should also help the State Scholarship Chair resolve disagreements between Lodges in areas where jurisdictional boundaries are not clearly defined. In all such instances, the State and District Chairs should act with the overall good of the program in mind. They should define boundaries from which competing Lodges should accept applications. Any jurisdictional decisions must be made prior to judging the applications.
- The District Chair sets and announces the date and site of district judging.
- The District Chair organizes a district scoring committee to judge the applications independently of the Lodge committee.
- The District Chair ensures receipt of Lodge Scholarship Report and forward to State Chair with winning applications
- Report to the State Chair on program activities deemed newsworthy.
- Attend State Association conventions and District Deputy clinics.
- District quota is 9 males and 9 females for both the North and South Districts for a total of 18 males and 18 female's applications moved forward for State Judging.
- See Exhibit F for more information.

3.4 Lodge Chair

- The Lodge MVS Committee is to consist of the Chair, appointed by the Exalted Ruler, and **no less than three** and no more than five members. After the Exalted Ruler selects the Chair, the Exalted Ruler and the Chair then select the committee members. Consider having an Elks scholar on the committee. It's a great way to connect with a scholarship recipient. The Lodge Secretary is responsible for appointing the Scholarship Chair as the Scholarship Coordinator in CLMS.
- The MVS Committee Chair is to conduct an orientation meeting with the committee members and delegate duties for members.
- The MVS Committee is to ensure that all deadlines are met. Applications are available to download from the ENF website after September 1, 2015. Lodge Scholarship Chairs should distribute promotional materials included with the annual mailing to local high schools.
- Completed applications must be received at the Lodge by December 4, 2015. Lodges must complete their judging by choosing which six applicants will advance to district or state levels.
- After the applications are judged and scored, the Scholarship Coordinator will manage the Lodge's Most Valuable Student scholarship applications online. To access the

application dashboard, the Scholarship Coordinator must log into elks.org and then visit the MVS homepage, www.elks.org/enf/mvs.

- The Scholarship Coordinator will enter all applicant IDs online and then select the winners by changing the pending status to “approved”. The Scholarship Coordinator will then print out its report of winners to include with the hard copy applications advancing to the next level of judging. Forward all appropriate information to the next level of judging by January 1, 2016. Lodges that do not follow this process will not be able to advance its winners to the next level.
- Obtain and familiarize yourself with the State and Grand Lodge Committee Manuals.
- Strive to obtain media coverage of noteworthy activities and involve the Lodge membership and families.
- Provide the District Chair with such items as photographs, letters, newspaper articles, etc., pertaining to special programs.
- Promote the Most Valuable Student program.
- Verify your name and contact information in the State directory. If it is incorrect, send corrections to BOTH the State Chair, NSEA Webmaster and Directory Editor.
- Notify Public, Private, alternative high school and preparatory school administration of scholarships being offered.
- Work with public relations committee to have newspaper coverage announcing scholarship program.
- Make every effort to bring it to the attention of qualified students.
- Distribute the application forms as early as possible.
- See Exhibit G for more information.

4.0 GL and State Most Valuable Student

4.1 Procedures/Requirements

The Elks National Foundation will award 500 four-year scholarships to the highest-rated applicants in the 2016 competition.

- Any high school senior who is a citizen of the United States is eligible to apply.
- Applicants need not be related to a member of the Elks.
- College students are not eligible to apply.
- Applicants must be citizens of the United States on the date their applications are signed; permanent legal resident status does not qualify.
- Male and female students compete separately.

The 2016 Most Valuable Student scholarship contest is open to any high school senior who is a US Citizen. Applicants will be judged on scholarship, leadership, and financial need. Applications for the 2016 contest are available to download after September 1, 2015. **The**

application must be submitted to the Elks Lodge nearest to the applicant's home by December 4, 2015.

Applications must be submitted to the [Elks Lodge](#) (Exhibit A) closest to the student's permanent U.S. address. Applications must advance through local, district and state competitions to reach national judging. At each level of judging, the Elks National Foundation Scholarship Office will send email notifications to applicants informing them if they advanced in the contest or not. The first round of email notifications will be sent in mid-January, after Lodge judging is completed. District judging will be completed in late January, and State judging will be completed in mid-February.

The scholarship awards (except EEG) are evidenced by a Certificate of Award issued by the Chicago office of the Elks National Foundation. All checks are paid directly to the school; under no circumstance can we make payment directly to the student.

Scholarship awards may be used for cost of attendance expenses. In order to receive payment, a student must have the school send to our Chicago office, the completed Verification of Enrollment form, whereupon, we will issue our check, payable to the school, and mail it directly to the school to establish a credit in the name of the student. We will notify the student when we mail the check. Since most checks are being prepared during the months of August through November, student and school must allow four to six weeks for payment.

If a student terminates his or her courses for any reason, the undisbursed balance of the award **MUST** be returned directly to the Foundation's Chicago office. It may **NOT** be transferred to another school, and it may **NOT** be paid to the student personally.

It is the responsibility of the student to follow up on all matters relating to his or her scholarship award. In all correspondence relating to a student who has been awarded a scholarship, we must have the full name and the ENF ID of the student.

4.2 GL Most Valuable Student Awards

In late April, the 20 top finalists will participate in a [Leadership Weekend](#) in Chicago during which they'll interview with the national judges. These 20 finalists will be vying for two first-place awards of \$50,000; two second-place awards of \$40,000; and two third-place awards of \$30,000. The remaining 14 finalists will receive awards of \$20,000. The 480 runners-up will receive fifth-place scholarships of \$4,000.

The Chicago office of the Elks National Foundation will announce the 500 national winners, and notify them in writing, by late April 2016. (Many local Lodges, districts and state Elks associations award their own scholarships through this program. These scholarships are not to be confused with the 500 Elks National Foundation Most Valuable Student Scholarships.) Ranging from \$1,000 per year to \$12,500 per year, Most Valuable Student scholarships are for students pursuing a four-year degree, on a full-time basis (minimum of 12 semester hours), in a U.S. college or university. All scholarships are in the form of certificates of award conditional upon the full-time enrollment of the winner in an accredited U.S. college or university. GL will

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provide notification letters to all applicants informing them as to their moving up a level or not. There will be a minimum of 36 District winners moving to the State level with 7 State winners moving to National level.

2016 GL Most Valuable Student Award Offers 500 Four-Year Awards for the 2016-17, 2017-18, 2018-2019, 2019-20 Academic Years

	<u>Four-Year Total Award</u>	<u>No. of Awards</u>	<u>Total</u>
First Place	\$50,000	2	\$100,000
Second Place	\$40,000	2	\$80,000
Third Place	\$30,000	2	\$60,000
Fourth Place	\$20,000	14	\$280,000
Runners Up	\$4,000	480	\$1,920,000
		Total:	\$2,440,000

4.3 State Most Valuable Student Awards

The State Most Valuable Student winners will be selected from the remaining 29 District winners. The State is responsible for notifying the 14 State Most Valuable Student winners. See Exhibit I.

State Most Valuable Student Award Offers 14 One-Year Awards for the Academic Year

	<u>Four-Year Total Award</u>	<u>No. of Awards</u>	<u>Total</u>
First Place	\$3,000	2	\$6,000
Second Place	\$2,000	2	\$4,000
Runners Up	\$1,000	10	\$10,000
		Total:	\$20,000

- The number of Scholarship awards the State receives is in proportion to contributions made to the Elks National Foundation by state members. The adjustment will be made in the number of runner ups selected. After the state contest has been completed the awards will be allocated with reference to the State placement.
- The State Association shall use the same judging standards as set and distributed by Grand Lodge to determine the State scholarship recipients.

4.4 All Literature and Application Forms are Available From:

Executive Director
Elks National Foundation
2750 Lakeview Avenue
Chicago, Illinois 60614

Or from www.elks.org

4.5 Program Specifics:

- The Lodge has jurisdiction in the area in which student has legal residence.
- A student must enter the "Most Valuable Student" competition to be eligible for an allocated award for either the Grand Lodge or State programs.
- In all instances, a student is entitled to receive only one Elks National Foundation Scholarship for any one-college year.
- Since there is one set of awards for top-ranking boys and corresponding awards for top-ranking girls, the opportunities of candidates will be enhanced by filling quotas with selections from both sexes in proportions as equal as possible.
- All applications must be in general conformity with the rules and regulations prescribed by the Elks National Foundation Trustees. Only applications from qualified persons and those that comply with our rules and regulations should be considered. These applications are to be judged in accordance with the merit standards set by the Board. It should be realized that students residing in many different localities are invited to participate and that uniform merit standards must therefore prevail.
- The Scholarship Committees should consider carefully all conforming applications and judge them on the basis of the merit standards that have been adopted by the Board of Foundation Trustees as set forth on the "Official Rating and Report Sheet".
- The importance of endorsement by the Exalted Ruler, Secretary, or the Lodge Most Valuable Student Chair of the sponsoring Lodge, stating that he has reviewed the application and verifies the substantial accuracy of the statements contained therein, is to be emphasized.
- The State Most Valuable Student Committee, through its State judges, will select from its total entries, the number of applications deemed best, and in number equal to its individual State allotment. Students submitting top-rated brochures will be known as NATIONAL FINALISTS. Their applications are to be dispatched by the State Most Valuable Student Chair to the Elks National Foundation in time to reach the Chicago office no later than dates as required by the Foundation. The quota of approved applications so forwarded should be transmitted with Rating Sheets properly detailing the findings of the State Most Valuable Student Committee, and must be signed by the State Most Valuable Student Chair.
- Grand Lodge Scholarship board is flexible with regard to deferring the scholarship for any reason, including medical leave, personal leave, gap years, religious missions, military service, other volunteer service, and if a student received too much aid for their freshman year. They simply keep notes in their database and update the student's record. If there are any other circumstances that preclude your accepting this scholarship for the current academic year, please contact Grand Lodge so that they may consider your special situation.

Exhibit D is the addendum sent to all scholars regarding maintaining their scholarship, which includes some information under the "Extenuating Circumstances" section.

- The seven (7) selected Grand Lodge National Finalists are guaranteed a minimum award of \$1,000.00 per year for four years upon formal entry to the National judging. Placement in the National judging will then determine the actual award, ranging from \$1,000.00 to \$12,500.00 per year for four years, which will subsequently be offered to the respective State Finalists.
- The fourteen (14) State Finalists will be allocated a onetime amount as follows: two 1st place winners \$3,000.00, two 2nd place \$2,000.00 winners and the runner-ups \$1,000.00 each. An equal number of males and females will be allocated. The allocated awards must be claimed and used in the academic year following the award selection. Deferments will **not** be permitted for any reason!
- In addition to top-rated Most Valuable Student entries, the State Most Valuable Student Committee and its State Judges will also select those applications brochures which it deems second best, and the students whose applications are thus selected will be referred to as STATE FINALISTS. It is suggested that the State Most Valuable Student Chair pending determinations of National "Most Valuable Student" winners hold the applications of State Finalists. Thereafter, only the names, complete mailing addresses, and names of sponsoring Lodges are to be forwarded to the Chicago office on forms which will be provided to you for this purpose at a later date. It will be suggested that the detail of State Finalists be prepared in a number equal to the State allotment. The names of the State Finalists, who are selected to receive allocated money award-offers in the money amounts noted, are to be submitted in the order of their State-judged rating when this detail is prepared for submission to the Chicago office.
- If the State Most Valuable Student Committee receives interim information that a candidate nominated for a "Most Valuable Student" offer has received other substantial scholarship assistance, please forward such information as soon as possible to the Elks National Foundation.
- The State Chair will mail certificates of award to the local Scholarship Chair to be presented to the winning student.
- Should you have any questions about procedures, contact the Chicago office of the Elks National Foundation, 2750 Lakeview Avenue, Chicago, Illinois 60614, Telephone 773-755-4732, for further particulars.

4.6 Deadline to be Observed:

- Applications must be filed with the Lodge Most Valuable Student Chair by the date established by the Elks National Foundation. The dates established are FIRM and MAY NOT be changed for any reason.
- The State, District and Subordinate Lodge Most Valuable Student Chairs must report the selections via the ENF Dashboard in a timely manner. Failure to submit in time will disqualify the selected students. **NO CHAIR WANTS TO BE RESPONSIBLE FOR**

A STUDENT BEING DISQUALIFIED DUE TO THE CHAIRS FAILURE TO FILE ON TIME.

4.7 Instructions to Applicants:

- Conform to the rules and regulations set forth by the Board of Elks National Foundation Trustees on the application form.
- Any American citizen who is a student in the graduating class of a High School or its related equivalent may enter this National competition.
- Identical awards to boys and girls competing separately.
- Scholarships will be withdrawn from any student accepted into a military academy or who receives a full-ride athletic scholarship that provides tuition and salary.
- Instruct the winning applicant that all Scholarships are in the form of certificates of award conditioned upon the enrollment of the student in an undergraduate course in an accredited College or University. Upon receipt of notice of enrollment from proper School officials to:

Executive Director
Elks National Foundation
2750 Lakeview Avenue
Chicago, Illinois 60614

- An Elks National Foundation check for the amount of the award will be forwarded to the College or University to establish a credit for the student.
- In case of death of the applicant, the Subordinate Lodge Scholarship Chair should notify the State Chair.
- It is the desire of the Foundation Trustees that no Scholarship assistance be extended or continued to any student whose conduct is contrary to the principles of law and order and morality supported by the Order of Elks. The State Scholarship Committee should, therefore, be careful to apply this criterion when selecting candidates for scholarship, and should be informed that any unused portion of a scholarship will be withdrawn should a recipient be guilty of such conduct.
- Nevada State Elks Association Awarded Scholarships are for ONE year only and are not renewable. It is the student's responsibility to send "Verification of Enrollment" to the State Office. It must be received prior to the funds being released to the college/university.
- The State Most Valuable Student awards must be availed of within one year following allocation. Deferments will **not** be permitted for any reason!

5.0 NSEA Vocational Grant Program

5.1 Procedures/Requirements

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- Students wishing to apply may obtain an application from their High School Advisors, Counselors, Instructors, or other school sources, on the Nevada State Elks Association web site or directly from the local Elks Lodge.
- Completed student applications must be returned to the local Elks Lodge prior to the deadline date as set forth by the Nevada State Elks Association. Committee Chair must assign an ID number to each application. This must not be the students SSN.
- State Level grants shall be awarded to the top male and female in descending numerical order. Number of grants and dollar amount will be determined by the yearly budget allocation, with the dollar amounts to be recommended by the Nevada State Elks Association Governing Board and approved by the Nevada State Elks Association Board of Trustees.
- Grants will be released to the school or program of the student's choice upon proof of enrollment from the institution. Proof of enrollment must be sent by the college, etc., to the Nevada State Elks Association Treasurer.
- The Vocational Grant applications will be posted to the Nevada State Elks Association websites. The Lodges may print as many copies as needed to support their needs or provide the web link for the student's access. (Exhibit K)
- The original or a photocopy of the application is acceptable only for the Nevada State Vocational Grant program.
- Sample Program Posters will be found in this instruction pamphlet and may be reproduced. Poster should be placed in a prominent place in the high schools by the Lodge Chair. (Exhibit J)
- Vocational Grant Score Sheet copy is supplied in the Vocational Grant Guidelines. It is used as a standard judging form and may be reproduced and used as a guide when judging student applications. This form with its various judging points and weight factors will be used at the District and State Level judging. (Exhibit Q)
- Program Materials. Since all materials necessary to operate the program are included in the Vocational Grant Guidelines, only the application and cover letter, with due dates and monetary amounts of awards will be distributed to the Lodges each year.
- Distribution. The District Chair will determine that each Lodge Chair in his jurisdiction has all necessary program materials for that Lodge.
- Should any Lodge Chair have questions or problems, contact the District Chair or State Chair of the Nevada State Elks Vocational Program.
- All information contained in the state Vocational Grant Program must be handled in a confidential manner at all times.
- Should you have any suggestions for improving the program, please submit them to the Nevada State Elks Association President-Elect. The State Governing Board and the Advisory Counsel will take all suggestions under consideration.

5.2 Awards

- Ranging in amounts from \$500.00 to \$1,000.00 each, these awards are won in State competition. The number of Grant awards the State receives is in proportion to contributions made to the Elks National Foundation by state members. After the state contest has been completed the awards will be allocated with reference to the State placement.
- The State Association is to use a set judging criterion to determine the scholarship recipients. Each level (local Lodge, District & State) will use the same judging standards as set and distributed by State Association.

5.3 All Literature and Application Forms are Available From:

Contact the Local Lodge (Exhibit A)
Or from www.nsea-elks.org

5.4 Program Specifics:

- The Lodge has jurisdiction in the area in which student has legal residence.
- Since there is one set of awards for top-ranking applicants, the opportunities of candidates will be enhanced by filling quotas with selections from both sexes in proportions as equal as possible.
- All applications must be in general conformity with the rules and regulations prescribed by the Governing Board and the Advisory Counsel. Only applications from qualified persons and those that comply with our rules and regulations should be considered. These applications are to be judged in accordance with the merit standards set by the Governing Board and the Advisory Counsel. It should be realized that students residing in many different localities are invited to participate and that uniform merit standards must therefore prevail.
- The Vocational Grant Committees should consider carefully all conforming applications and judge them on the basis of the merit standards that have been adopted by the Governing Board and Advisory Counsel.
- The importance of endorsement by the Exalted Ruler, Secretary, or the Lodge Vocational Grant Chair of the sponsoring Lodge, stating that he has reviewed the application and verifies the substantial accuracy of the statements contained therein, is to be emphasized.
- The State Chair will mail certificates of award to the local Vocational Grant Chair to be presented to the winning student.
- Should you have any questions about procedures, contact the State and District Chairs, for further particulars.

5.5 Deadline to be Observed:

- **SUBORDINATE LODGE JUDGING:** Applications from the students MUST BE in the hands of the Lodge Chair NO LATER THAN **THE FIRST MONDAY IN FEBRUARY**. Subordinate Lodge Contest MUST BE COMPLETED with the first, second and third place winner's applications judged, signed by either the Exalted Ruler, Secretary, or Lodge Chair, and mailed or delivered and in the hands of the District Chair by the third Monday in February.
- **DISTRICT JUDGING:** District Contest MUST BE COMPLETED with applications of the District top four finalists applicants judged, mailed or delivered and in the hands of the State Chair **by this date**.
- **STATE JUDGING:** The results of the state judging will be distributed to the Lodge Chair of the State Vocational Program **by this date** or as soon as possible.

(Please note: These dates are subject to change each year. A new deadline will be published each year and distributed as necessary.)

5.6 Instructions to Applicants:

- Conform to the rules and regulations set forth by the Nevada State Association Governing Board and Advisor Counsel on the application form.
- The Nevada State Elks Association Vocational Grant Program is open to any prospective student, 18 years of age or older, planning to pursue an eligible vocational/technical (VOC/TEC) course within the State of Nevada. **Persons enrolling in a 4-year course leading to Bachelor's degree are not eligible.**
- Each applicant must be a citizen of the United States of America and a resident of Nevada on the date the application is submitted. While graduating high school seniors may apply, the program is not limited to high school students. A high school diploma or equivalent GED is required.
- An eligible program is defined as a 2-year or less vocational or technical program, culminating in a terminal associate degree, diploma or certificate, but less than a baccalaureate program (Bachelor's degree). A student must plan to carry the minimum number of credit hours required each term or semester to be considered a full-time student. The grant may be used to vocational night school, but may not be used for part-time study.
- Awards will be withdrawn from any student accepted into a military academy or who receives a full-ride athletic scholarship that provides tuition and salary.
- Vocational Grants are issued in the form of Certificates by the Nevada State Elks Association, conditioned upon the enrollment of the individual as a student in a VOC/TEC course at a College or Voc/Tech school in the State of Nevada. The funds represented by the certificate will be sent directly to the school ONLY after Nevada State Elks Association has received the Verification of Student Enrollment form, completed and signed by the proper officials of the school to be attended. Grants may not be used to cover retroactive charges, and may NOT be used to cover general at-home living, car

payments, or childcare costs. This grant will not cover payments for any tuition expenses incurred prior to the issuing of the award.

- Upon receipt of notice of enrollment from proper School officials to:
Nevada State Elks Association
Attn: Al Bye, Treasurer
1525 W. High Pointe Ct.
Minden, NV 89423-9222
- A Nevada State Elks Association check for the amount of the award will be forwarded to the College or Voc/Tech school to establish a credit for the student.
- In case of death of the applicant, the Subordinate Lodge Scholarship Chair should notify the State Chair.
- Applicants must file entries only on the official application form furnished by the Nevada State Elks Association. Use of any other form will result in disqualification from grant consideration. (Exhibit K
- It is the desire of the Nevada State Elks Association that no Award assistance be extended or continued to any student whose conduct is contrary to the principles of law and order and morality supported by the Order of Elks. The State Scholarship Committee should, therefore, be careful to apply this criterion when selecting candidates for scholarship, and should be informed that any unused portion of a scholarship will be withdrawn should a recipient be guilty of such conduct.
- Please note: Incomplete applications will not be considered. It is imperative that all information be set forth, including information as to the applicant's costs to attend the chosen course, so that Nevada State Elks Association may evaluate the applicant's needs appropriately.
- The State Chair will notify applicants within thirty (30) days of award of the Vocational Grant.
- All applications become the property of the Nevada State Elks Association and will be destroyed after judging.
- If the student has not utilized his or her State Vocational grant within the academic year awarded following allocation, said grant shall be returned to the Vocational Restricted Fund. Deferments will **not** be permitted for any reason!

5.7 Judging is based on the following:

- MOTIVATION / RESPONSIBILITY – General worthiness, demonstrated achievement, industry, and goalsetting/planning.
- NEED – Demonstrated financial need, resourcefulness, thrift, and school cost analysis.
- SKILLS – Aptitude toward chosen vocation, work experience, and course work selection
- GRADES – High School and vocational school records, and test scores
- APPLICATION – Neatness, completeness, accuracy and compliance.

6.0 References

State Scholarship Chair Guidelines

(<http://www.elks.org/SharedElksOrg/enf/files/StateScholarshipChairGuidelines.pdf>)

District Scholarship Chair Guidelines

(<http://www.elks.org/SharedElksOrg/enf/files/DistrictScholarshipChairGuidelines.pdf>)

Lodge Scholarship Chair Guidelines

(<http://www.elks.org/SharedElksOrg/enf/files/LodgeScholarshipChairGuidelines.pdf>)

Lodge Scholarship Chair Post-Judging Checklist

(<http://www.elks.org/SharedElksOrg/enf/files/LodgeScholarshipChairPost-JudgingChecklist.pdf>)

Sample 2016 MVS Application

(http://www.elks.org/SharedElksOrg/enf/files/SAMPLE_2016MVSApplication.pdf)

High School MVS Poster

(<http://www.elks.org/SharedElksOrg/enf/files/2016MVSPoster.pdf>)

Nevada State Elks Association Website

(<http://www.nsea-elks.org/scholarships.html>)

7.0 Glossary & Acronyms

NSEA – Nevada State Elks Association

MVS – Most Valuable Student

8.0 Exhibits

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Nevada Lodge Contact Information – Exhibit A

North District

Reno Elks #597
 597 Kumle Lane
 Reno, NV 89509
 (775) 825-1384 renoelks@renoelks.com

Great Basin Elks #1472
 P.O. Box 657
 Elko, NV 89803-0657
 (775) 123-4567 greatbasinelks@gmail.com

Hawthorne Elks #1704
 P.O. Box
 Hawthorne, NV 89415
 (775) 945-1704 bpoe1704@att.net

Carson City Elks #2177
 515 N. Nevada St.
 Carson City, NV 89703
 (775) 882-2177 elkslodge2177@sbcglobal.net

Fallon Elks #2239
 93 W. Center Street
 Fallon, NV 89406
 (775) 423-2239 fallonelks2239@cccomm.net

Sparks Elks #2397
 P.O. Box 1257
 Sparks, NV 89432
 (775) 358-2397 sparkselks2397@yahoo.com

Tahoe/Douglas Elks # 2670
 P.O. Box 243
 Minden, NV 89423-01143
 (775) 265-4523 elk2670@clearwire.net

South District

Tonopah #1062
 P.O. Box 233
 Tonopah, NV 89049
 (775) 492-6850 jterras@citlink.com

Las Vegas Elks #1468
 4100 W. Charleston Blvd.
 Las Vegas, NV 89102
 (702) 258-3557 lvbpoe@lvcoxmail.com

Ely Elks #1469
 P.O. Box 151087
 Ely, NV 89315
 (775) 289-4904 elyelks1469@mwpower.net

Boulder City Elks #1682
 P.O. Box 60456
 Boulder City, NV 89006
 (702) 293-2457 bcelks1682@yahoo.com

N. Las Vegas Elks #2353
 P.O. Box 363467
 N. Las Vegas, NV 89036
 (702) 642-9431 elks2353@hotmail.com

Pahrump Elks #2796
 P.O. Box 5544
 Pahrump, NV 89041
 (775) 751-2793 bpoe2793@gmail.com

Henderson/Green Valley Elks #2802
 P.O. Box 90007
 Henderson, NV 89009-0007
 (702) 565-9959 elks2802@lvcoxmail.com

Mesquite Elks #2811
 545 Riverside, NV 89027
 Mesquite, NV 89027
 (702) 345-2811 elks2811@yahoo.com

Laughlin Elks 2872
 P.O. Box 32157
 Laughlin, NV 89028
 (702) 234-4807 laughlinelks2872@hotmail.com

Most Valuable Student Scholarship Poster – Exhibit B



MOST VALUABLE STUDENT SCHOLARSHIP

SCHOLARSHIP | LEADERSHIP | FINANCIAL NEED

The Elks National Foundation awards **\$2.44 million** in college scholarships to a total of **500** high school seniors nationwide through its Most Valuable Student scholarship contest. Applications are available September 1. Application Deadline: **December 4, 2015**.

500 FOUR-YEAR AWARDS

- Two **\$50,000** scholarships
- Two **\$40,000** scholarships
- Two **\$30,000** scholarships
- 14 **\$20,000** scholarships
- 480 **\$4,000** scholarships

ELIGIBILITY

High school senior and U.S. citizen.

FOR DETAILS:

- ▶ Visit www.elks.org/enf/scholars.
- ▶ Contact your local Lodge by visiting www.elks.org/lodges.
- ▶ Ask your high school guidance counselor.

Lodge name and address: _____

Application drop-off dates & times: _____

Contact person: _____

Application drop-off place: _____

Contact phone/email: _____

Applications can be mailed to: _____
(must be received by deadline)

Helping Elks Build Stronger Communities

2750 N. Lakeview Avenue | Chicago, IL 60614-2256 | 773/755-4732 | scholarship@elks.org | www.elks.org/enf/scholars

Most Valuable Student Application (Sample) – Exhibit C



Elks National Foundation

Application ID # 000000

2016 Most Valuable Student Scholarship Application

Scholarship, Leadership and Financial Need

PERSONAL INFORMATION

Name _____
Last First Middle Initial

Mailing Address _____

City _____ State _____ Zip _____

Email Address _____

Phone _____ Gender Male Female

Date of Birth _____ Place of Birth _____
Month Day Year City, State or Country

Name and Location of High School _____

CITIZENSHIP

Are you currently an American Citizen? Yes No

NOTE: (Legal permanent resident status does NOT qualify. Applicant MUST be a citizen on the date the application is signed.)

If you were **not** born an American Citizen, but are a Naturalized American Citizen, give date, place (Office or Court where Naturalization occurred) and Naturalization Number. If naturalized under the Child Citizenship Act of 2000, please include your parent(s)' naturalization information.

Date _____ Place _____ Number _____
Month Day Year Court or Office and City and State

If you were not born in the United States, but are a citizen by birth, explain circumstances: _____

SIGNATURES

By signing this application, you agree, if asked, to provide information that will verify the accuracy of your completed form. If you purposely give false or misleading information, you will be disqualified from this contest. You agree to the use of your name and information contained within the application for advertising, promotional and publicity purposes without consent or compensation.

Date _____ Signed by _____
(Student)

Date _____ Signed by _____
(Mother/Stepmother/Guardian)

Date _____ Signed by _____
(Father/Stepfather/Guardian)

For Lodge Use Only—Must Have Lodge Endorsement to Be Accepted for Judging

The Lodge Scholarship Chair or Coordinator, Exalted Ruler or Secretary of the B.P.O. Elks Lodge in the jurisdiction in which the applicant is a resident must sign the Lodge endorsement, certifying that he/she has reviewed the application and verifies that it conforms to the requirements of the competition. Applications should not be endorsed if they do **not** conform. Applicants must use the Elks National Foundation's official 2016 application to be considered. The application must contain the applicant's unique Application ID number found at the top of each page of the application.

This application, with attached exhibits, has been reviewed, and it conforms with the rules and regulations set forth by the Elks National Foundation Board of Trustees.

Lodge Name: _____ No. _____ State: _____

Date: _____ Signature: _____
Lodge Scholarship Chair, Scholarship Coordinator, Exalted Ruler, or Secretary

LODGE PERSONNEL, DO NOT FORWARD APPLICATIONS TO THE ENF CHICAGO OFFICE. THEY WILL BE DISQUALIFIED. Send to district or state officials, unless instructed otherwise. If you have questions, contact your state scholarship chair.

Applicants will not be eligible for the MVS scholarship using this sample application. They must download an application at www.elks.org/enf/scholars/mvs.cfm.



Elks National Foundation 2016 Most Valuable Student Scholarship Application

Application ID # 000000

Scholarship, Leadership and Financial Need

See the Instructions and Guidelines page at the end of the application for complete details on assembling your application.

WORK EXPERIENCE

List jobs you have held between **September 1, 2012, and August 31, 2015**. Because the scholarship contest officially begins on September 1, 2015, only list work performed before that date. Start with the most recent and include work on a family farm, for a family business, or internship even if you were not paid. If necessary, attach a separate sheet structured identically to this section, and place the sheet behind this page. List approximate total hours worked, not average hours per week. Do not use acronyms. **You will receive zero points in this section if you do not list your hours as instructed.** Any hours listed as 'to present' or after August 31, 2015, will be disregarded.

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Specific Nature of Work	Employer	Approximate Dates of Employment		Total Hours
		From	To	

GRAND TOTAL HOURS WORKED = _____

COMMUNITY SERVICE

List community service you performed between **September 1, 2012, and August 31, 2015**, starting with the most recent. Because the scholarship contest officially begins on September 1, 2015, only list service performed before that date. If necessary, attach a separate sheet structured identically to this section, and place the sheet behind this page. List approximate total hours, not average hours per week. Do not use acronyms. **You will receive zero points in this section if you do not list your hours as instructed.** Any hours listed as 'to present' or after August 31, 2015, will be disregarded.

Specific Nature of Service	Organization	Approximate Dates of Service		Total Hours
		From	To	

GRAND TOTAL HOURS OF SERVICE = _____

Applicants will not be eligible for the MVS scholarship using this sample application. They must download an application at www.elks.org/ent/scholars/mvs.cfm.

Application Deadline: December 4, 2015

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Elks National Foundation 2016 Most Valuable Student Scholarship Application

Application ID # 000000

Scholarship, Leadership and Financial Need

HONORS AND AWARDS

List scholastic, extracurricular, and civic honors and awards received during grades 9 through 12. Select the year received, state the nature of award (i.e. Girl Scout Gold Award), and select the level of recognition. **Please do not abbreviate names of awards**, as we may not understand their meanings. Include a brief description of each award on a separate sheet of paper. Feel free to explain, in 25 words or less, the purpose of the award and why you received it. If you list more honors and awards on a separate sheet, place the sheet directly behind this page.

Grade Level	Honor/Award				Level of Recognition			
	9	10	11	12	School	State/Regional	National	Inter-national
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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LEADERSHIP AND EXTRACURRICULAR ACTIVITIES

List your **principal** leadership roles and extracurricular activities, in the order of importance to you. State the name of the organization, years involved, hours-per-week commitment, leadership role, and responsibilities held in that role. Examples include, but are not limited to, student government, publications, debate, orchestra/band, varsity athletics, church groups, performing arts, service programs, etc. If you list more activities on a separate sheet, place the sheet directly behind this page.

Organization	Grade Level				Hours/Week	Weeks/Year	Positions Held/Honors Received/Letters Earned
	9	10	11	12			
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
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_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

Applicants will not be eligible for the MVS scholarship using this sample application. They must download an application at www.elks.org/ent/scholars/mvs.cfm

Application Deadline: December 4, 2015



Elks National Foundation 2016 Most Valuable Student Scholarship Application

Application ID # 000000

Scholarship, Leadership and Financial Need

PARENTAL FINANCIAL INFORMATION

Parent(s): Complete the financial information section based on your 2014 IRS 1040. Should the applicant become a National Finalist, a copy of the applicant's 2016 Student Aid Report will be required. Visit www.fafsa.ed.gov for more information.

If parents are divorced or separated, answer the questions for the parent the applicant lived with the most in the past 12 months. If the applicant lived with both parents an equal number of days in the past 12 months, count the parent who provided the greatest amount of support, financial as well as material. Material support includes cars, clothing, medical and dental payments, etc. If that parent has remarried, the stepparent's information must be included.

If the divorce or separation occurred within the past five years and the custodial parent has not remarried, provide financial information of the non-custodial parent. If whereabouts of the non-custodial parent are unknown or the non-custodial parent is unwilling to comply, please explain in a separate statement.

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Father's Name _____ Age _____ Occupation _____

Mother's Name _____ Age _____ Occupation _____

Stepfather's Name _____ Age _____ Occupation _____

Stepmother's Name _____ Age _____ Occupation _____

Custodial Parent's marital status as of today (choose one):

Mother: Married Single Widowed Separated* Divorced* Remarried**

Father: Married Single Widowed Separated* Divorced* Remarried**

With whom does applicant make his or her permanent home? Mother Father Both Other _____

Date of divorce or separation _____

* For details, see the instructions above.

**Include stepparent's income in the appropriate section and read instructions concerning custodial parent.

A. Number of people in family, not including parents, who will receive the majority of parental support between Sept. 1, 2016, and Aug. 31, 2017. Include dependent children and others, e.g. dependent grandparent, living in household who receive more than half their support from parents. _____

B. Name and age of dependents. _____

C. Number of dependent children, including applicant, as defined above, attending college during academic year 2016-2017 on at least a half-time basis.

D. Based your 2014 IRS 1040, indicate the custodial parent(s)' adjusted gross income. You will receive zero points in this section if this information is not completed. Round the adjusted gross income to the nearest \$100.
\$ _____

E. Do you qualify for free or reduced lunch at your school? Yes No Not Sure

If you have extenuating financial circumstances, please explain in 200 words or less on an attached sheet of paper.

Applicants will not be eligible for the MVS scholarship using this sample application. They must download an application at www.elks.org/enf/scholars/mvs.cfm.

Application Deadline: December 4, 2015

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Elks National Foundation 2016 Most Valuable Student Scholarship Application

Application ID # 000000

Scholarship, Leadership and Financial Need

COUNSELOR REPORT

Applicant: Fill out your name and give this page to your counselor or appropriate school official. This section can be completed by your **counselor** before you are finished with the application, but **must be in a sealed envelope and signed across the seal.**

Applicant Name _____
Last First Middle Initial

Counselor: This form will be used to verify the applicant's academic status, so be sure to provide accurate information. Please include a copy of your school profile if available, and answer all of the following questions, even if the information is included in the profile. A school profile is a document describing your school's demographics and course offerings. If your school has a policy of not ranking students, provide information to help us identify promising applicants. **Please secure these items in a sealed envelope, signed across the seal, and give to the student to include in the application brochure. The B.P.O. Elks will not return this form to the applicant.**

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This applicant's grade point average (A=4.0) _____ (required)
 The highest GPA in the graduating class? _____ (required)

Is the GPA based on weighted grades? Yes No

Does your school individually rank students? Yes No If yes: The applicant ranks _____ in a class of _____
 How many students have this rank? _____

How many rank above? _____ Is the rank based on weighted grades? Yes No
 If exact rank is not available, indicate rank to the nearest 10th from the top _____

Applicant's **highest** test scores (required): ACT _____ /Date taken _____
 SAT Critical Reading _____ Math _____ /Date(s) taken _____

Are honors courses available? Yes No Has the applicant taken honors courses? Yes No
 If yes, in which subjects has the applicant taken honors courses? _____

Are Advanced Placement courses available? Yes No Has the applicant taken Advanced Placement courses? Yes No
 If yes, in which subjects has the applicant taken Advanced Placement courses? _____

Are International Baccalaureate courses available? Yes No Has the applicant taken IB courses? Yes No
 If yes, in which subjects has the applicant taken IB courses? _____

How would you describe this applicant's academic program compared with that of other students?
 Below Average Average Above Average Rigorous Most Rigorous

Is there a community service requirement to graduate? Yes No If yes, how many hours? _____

Has the applicant ever been suspended or dismissed from your school? Yes No
 If yes, please explain the circumstances. _____

Applicants will not be eligible for the MVS scholarship using this sample application. They must download an application at www.elks.org/ent/scholars/mvs.cfm.

Name (please print) _____ Position _____ School Phone _____

School Email _____ Length of time acquainted with applicant _____

Signature _____ Date _____

Place completed Counselor Report in envelope and sign across the seal.

Application Deadline: December 4, 2015



Elks National Foundation 2016 Most Valuable Student Scholarship Application

Scholarship, Leadership and Financial Need

ACADEMICS

You must submit an official, current high school transcript. The transcript must include seventh semester classes. It does not need to include seventh semester grades. If your transcript does not list seventh semester classes, please provide a schedule of your seventh semester classes. If the official transcript is in a sealed envelope, please leave in the envelope and place the envelope in the pocket of the folder.

ACT or SAT test scores taken before November 10, 2015, must be included in the application. Photocopies or print-outs from the SAT and/or ACT websites are acceptable. It is not necessary to send a separate sheet of test scores if they are included on your transcript.

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ESSAY

On a separate sheet of paper, prepare a typed essay of no more than 500 words on the following topic. The essay must be dated and signed by the applicant. Failure to do so will result in zero points in this section.

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Using one of the leadership roles or extracurricular activities you prioritized as being important to you, describe what impact the experience had on you, what you contributed, what you learned about yourself, and how it has influenced your plans for the future.

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COMPLETING YOUR APPLICATION

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Use this checklist to ensure that you are submitting all required items. Please arrange items in this order.

punches

- Completed Application.** Your application MUST contain your unique Application ID number in the upper right corner of each page of the application. Three-hole punch, and place in a folder.
- Essay** (signed and dated).
- Official Transcript of Grades.** Include a list of seventh semester classes. Seventh semester grades are not required. If transcript is in a sealed envelope, please leave it sealed and place in the pocket of the folder.
- SAT and/or ACT scores** taken before November 10, 2015.
- Counselor Report** in a sealed envelope. Place in the pocket of the folder.
- Copies of Exhibits.** Optional. Up to 10 pages can be included, double-sided acceptable.
- Take application to your local Lodge on or before **December 4, 2015.** Visit www.elks.org/lodges to find the Elks Lodge closest to your home.

For additional information and answers to Frequently Asked Questions, visit www.elks.org/enf/scholars/mvs.cfm. If you are unable to find the answer to your question on the following page or online, email scholarship@elks.org or call 773/755-4732.

Applicants will not be eligible for the MVS scholarship using this sample application. They must download an application at www.elks.org/enf/scholars/mvs.cfm.

Application Deadline: December 4, 2015

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Elks National Foundation 2016 Most Valuable Student Scholarship Application

Scholarship, Leadership and Financial Need

INSTRUCTIONS & GUIDELINES

You must use the official 2016 Most Valuable Student application. It must be dated and signed by you and your parent(s) or guardian(s). Typed applications are preferred.

Applications and all supporting documents must be in English or English translations. We highly recommend making photocopies of your application and supporting documentation. All applications become the property of the B.P.O. Elks of the U.S.A. and the Elks National Foundation and will not be returned to you.

This application must be submitted to the Elks Lodge in closest proximity of your permanent U.S. address on or before **December 4, 2015**. To find your local Lodge, visit www.elks.org/lodges. DO NOT SEND APPLICATION TO THE ELKS NATIONAL FOUNDATION IN CHICAGO—it will be disqualified automatically. No exceptions.

For additional information and answers to Frequently Asked Questions, visit www.elks.org/enf/scholars/mvs.cfm. If you are unable to find the answer to your question below or online, email scholarship@elks.org or call 773/755-4732.

ELIGIBILITY

Any high school senior who is a U.S. citizen is eligible. Male and female students compete separately for identical awards. Awards range from \$4,000, to top awards of \$20,000, \$30,000, \$40,000 and \$50,000.

COMPLETED APPLICATION

Your application must be in a folder with inside pockets and clasps. Your application **MUST** contain your unique Application ID number in the upper right corner of the each page of the application.

Everything, except items in sealed envelopes, should be three-hole punched and placed in the clasps of the folder. The completed folder should include the application, essay, transcript, test scores, counselor report, and optional exhibits as applicable. See checklist on the right.

EXHIBITS (OPTIONAL)

Exhibits are optional, supplemental material. Attach up to 10 pages of exhibits of achievement in scholarship, leadership, athletics, dramatics, community service or other activities. Exhibits may be double-sided. We emphasize quality of exhibits over quantity. Examples include: Newspaper articles in which you are featured, certificates of achievement in academics, music, drama, sports, service, etc., copies of awards.

INDEPENDENT STUDENT

We will not accept an applicant as an independent student unless the student is or has been a ward of the Court or other extenuating circumstance. We require a copy of a court document or a Notarized letter from an appropriate Court Agency (Social Services) certifying such status.

HOME SCHOOLING

Home-schooled students are eligible to apply for the scholarship. However, all aspects of the application must be filled out completely. When possible, a third party should complete the Counselor's Report for the applicant.

CONTEST INFORMATION

Applications must advance through local, district and state competitions to reach the national competition. A student can apply for, but cannot accept, more than one Elks National Foundation scholarship or grant in any one academic year. Legacy Awards and Emergency Educational Grants are the other scholarships offered by the ENF. For details and eligibility, visit www.elks.org/enf/scholars.

The 500 National Finalists will be notified by email in late February 2016. To be eligible for a scholarship, National Finalists are required to submit a secondary application online, which will include an essay, teacher's evaluation, college plans, and scholarships/grants/aid/awards received to date. Finalists will also be required to mail their Student Aid Report to the Elks National Foundation office in Chicago. The secondary application must be submitted in early March 2016. Following the secondary application, the top 20 National Finalists will be selected to attend a mandatory Leadership Weekend with an interview component in Chicago from April 22 to 24, 2016. All expenses will be covered. In order to be considered for a top award, the applicant must be able to attend the Leadership Weekend. The top 20 finalists will be vying for two first-place awards of \$50,000; two second-place awards of \$40,000; and two third-place awards of \$30,000. The remaining 14 finalists will receive awards of \$20,000. The 480 runners-up will receive fifth-place scholarships of \$4,000.

National winners will be notified of their award by the Chicago office of the Elks National Foundation in late April 2016. Many Lodges, districts and states award their own scholarships through the MVS program. The ENF is only responsible for administering the 500 national awards. For more details, visit www.elks.org/enf/scholars/mvs.cfm.

Applicants will not be eligible for the MVS scholarship using this sample application. They must download an application at www.elks.org/enf/scholars/mvs.cfm.



Elks National Foundation, Inc.

Scholarship Acceptance Terms & Guidelines – Exhibit D

«Program» «ScholarshipYear» «AddState» «LodgeNo»	
Name: «FirstName» «MiddleInit» «LastName»«Suffix»	
Mailing Address: «Address» «City», «State» «Zip»	
Phone: «PhoneNo»	
Personal Email: «Email1»	
ENF Student ID: «StudentID»	Password: «LastName»

The following information contains everything you need to know about your scholarship award. Read it carefully and keep it with your records for future reference.

Acceptance of Scholarship

- By **May 31, 2015**, you need to accept your scholarship online. To do so, go to www.elks.org/enf/scholarweb, use your ENF Student ID (listed above) and last name (password) to log in. If you'd like, you can create a personalized user name and password. Save this information. You will use it throughout your undergraduate career to access and manage your Elks National Foundation scholarship.
- Follow the online instructions to accept your scholarship.
- If you choose not to accept the scholarship, please contact us in writing to decline. If you are accepting the scholarship, you do not need to contact us. The scholarship becomes final when you enroll full-time in an accredited U.S. college/university.

Verification of Enrollment Form

- In order to issue your scholarship each year, we must receive a **Verification of Enrollment form** signed by the appropriate school official. After you are notified by email that your Verification of Enrollment Form is available, you can print your Verification of Enrollment form from ScholarWeb. To do so, after July 1, go to www.elks.org/enf/scholarweb and login using your user name and password.
- The Verification of Enrollment form must be completed by school officials at the U.S. college or university you are attending, and mailed to the ENF Scholarship Office in Chicago. NOTE: It is your responsibility to follow through with school personnel to ensure that the Verification of Enrollment form is filed with our office. We are not responsible for incorrect information received from outside sources.
- Faxes, emails or photocopies of the Verification of Enrollment form are not acceptable.
- If your school has its own official Verification form, we will accept it in lieu of our form.
- The Verification of Enrollment form should be completed any time after the start of each academic year. We will not issue your annual scholarship check until we receive the completed form.
- Track the progress of your scholarship disbursement online at ScholarWeb.

Academic Requirement

- The ENF requires that scholarship recipients maintain a cumulative grade point average of 2.0 or better.

Scholarship Payment Requirements

- You must attend school on a full-time basis—a minimum of 12 semester hours (or the equivalent, as approved by program exception by the institution's regional accreditation body) in each term or semester.
- In order to issue your scholarship annually, you must complete the three Elks scholar questions online and submit a Verification of Enrollment form.

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

Revised 10-01-15

- Upon receipt of the Verification of Enrollment form and semester updates, we will send a check payable to the school to establish credit in your name. **Do not count on these funds to pay fees due before August 1.** We will notify you by email when we mail the check. The check disbursement date will also be noted on ScholarWeb.
- The four-year scholarship is apportioned equally over each semester, trimester, quarter, etc. Contact us if you have extenuating circumstances or need your scholarship payment schedule adjusted.
- ENF checks must be payable directly to the school. We will not, under any circumstances, make checks payable to the student.
- This scholarship may be applied toward the cost of attendance, as determined by your college or university. One payment is made annually, which is to be apportioned in equal amounts for each term or semester for the current academic year.

Extenuating Circumstances

- If you leave school for any reason, the undisbursed balance of the scholarship **must** be returned directly to the Foundation's Chicago office. It may **not** be transferred to another school, and it may **not** be paid to you personally.
- If you transfer from one school to another during the school year, **you** must notify school officials that the unused balance of your scholarship **must** be returned to our office. The school may not transfer the money to another school. Contact our office and we will issue you another Verification of Enrollment form to present to your new school. We will not issue a second check until we receive the refund and the new form.
- If you accelerate your program to finish in less than four academic years, please write to advise us. It might be possible to accelerate your final award payment.
- If you are participating in a co-op program, contact us to inform us of your schedule.
- If there are any other circumstances that preclude your accepting this scholarship for the current academic year, please contact us so that we may consider your special situation.

Other Important Guidelines

- Use ScholarWeb, www.elks.org/enf/scholarweb, to keep us up-to-date should your email, cell phone number, or permanent mailing address change during the year. We communicate with our scholars exclusively by email; therefore it is imperative that you keep your contact information current so that you do not miss any important information.
- We are not responsible for administering Elks scholarships received at the Lodge, district or state level.
- The Elks National Foundation reserves the right to withdraw its scholarship offer at any time for non-compliance with our rules.
- The Elks National Foundation reserves the right to cancel your scholarship in total, if we do not hear from you for two consecutive academic years.
- You cannot accept more than one Elks National Foundation scholarship in any one academic year.
- This award offer is subject to withdrawal if your conduct is contrary to principles of law, order and morality supported by the Benevolent and Protective Order of Elks of the USA.
- Your school may deduct an amount equivalent to your ENF scholarship award from your financial aid package. It may be all or a portion, depending on school policy. The Foundation cannot circumvent school policy.
- If you are attending school on a sports scholarship, National Collegiate Athletic Association rules might prohibit you from accepting our scholarship. Discuss this with your financial aid officer.
- You are responsible for determining whether the scholarship, in whole or in part, must be included in your gross income, Section 117 IRS Tax Code. Check with your tax advisor.

Should you have questions, contact us. We are here to assist you with any questions and concerns you have about your Elks National Foundation scholarship.

scholarship@elks.org
 773/755-4732
 Elks National Foundation, Inc.
Scholarship Office 2750 N. Lakeview Ave. Chicago, IL 60614-2256

State Scholarship Chair Guidelines - Exhibit E



© State Scholarship Chair Guidelines

Introduction

2016 Most Valuable Student Award Offers

Through our Most Valuable Student scholarship competition, the Elks National Foundation will offer 500 awards ranging from \$1,000 a year to \$12,500 a year for the 2016-17 through 2019-20 academic years. Each state’s quota of awards is based on its past support of the Elks National Foundation. The quotas are listed at the end of this document. Males and females compete separately for the following awards:

	Four-Year Total Award	No. of Awards	Total
First Place	\$50,000	2	\$100,000
Second Place	\$40,000	2	\$80,000
Third Place	\$30,000	2	\$60,000
Fourth Place	\$20,000	14	\$280,000
Runners Up	\$4,000	480	\$1,920,000
Total:		500	\$2,440,000

Criteria

Applicants will be judged on scholarship, leadership and financial need. (See Evaluating Applications document.) Leadership scores will be based on a student’s employment, community service, honors and awards, positions of leadership, extracurricular activities and essay.

Selection of Winners

The selection process begins at the local Lodge level and continues through district, state association and national judging. Since each selection committee is different, we require that the applications be judged at each level of competition. Score sheets **must not** be forwarded with the applications to avoid influencing judging at the next level. Male and female applicants compete separately, but are judged using the same criteria. The awards are apportioned equally among male and female applicants.

Who Is Eligible?

Most Valuable Student scholarships are available to high school seniors, or the related equivalents, only. College students or high school juniors are not eligible to enter this competition. Applicants must be citizens of the United States on the date the application is signed. Legal permanent resident status does not qualify.

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

Revised 10-01-15

Scholarships are available only to students who enroll in four-year undergraduate degree programs at accredited U.S. American colleges or universities. It is acceptable for a student to enroll in a two-year college for the first two years of the four-year program.

A student may apply for more than one ENF scholarship; however, they may win only one. In cases where the student qualifies for more than one, we will award the scholarship with the greater value.

Other Guidelines

The Most Valuable Student contest is an Elks National Foundation program. We have designed our scoring system to recognize and award specific qualifications and competencies.

Lodges, districts and states may not modify this scoring system.

Important Dates

September 1	Applications available for download at www.elks.org/enf/scholars . ENF issues a news release through AP/Newswire, which announces contest and availability of applications online. Lodges distribute contest promotional materials to high schools.
September December 4	State Chairs notify Lodges and ENF of District Chairs. All applications turned in by students to designated Elks Lodges. This date may not be changed under any circumstances.
January 1	Lodge scholarship judging completed. Qualified applications forwarded to next level of judging. (NOTE: state associations may move this date up. Please check with your State Scholarship Chair.)
January 22	District scholarship judging completed. Forward qualifying Applications to State Chairs for judging.
February 12	State scholarship judging completed. <u>Ship qualifying applications</u> to the ENF office in Chicago no later than <u>February 12</u> .
February 22	National finalists will be notified by email. Secondary application materials will be available online.
March 4	National finalists' secondary applications must be submitted online to the Elks National Foundation.
April 22-24	Top 20 National Finalists convene in Chicago for a leadership weekend. During the weekend, the 20 finalists will interview with the national judges.
Late April	ENF announces winners. Contest results published at www.elks.org/enf/scholars .

The following scholarship training manual contains all the important information for State Scholarship Chairs. Additional scoring and training documents can be found online at www.elks.org/enf/scholarshipchair.cfm.

Should you have any questions about the MVS program, please contact the Elks National Foundation Scholarship Office at 773/755-4732 or scholarship@elks.org.

State Responsibilities

The state association president selects the State MVS Chair and committee members. The size of the state judging committee is determined by the state association president but **must consist of at least three judges**. District Chairs may be included on the state judging committee.

A. Duties

1. The State Chair is responsible for providing guidance and information to the District and/or Lodge Scholarship Chairs, as necessary.
2. By late September, the State Chair should notify the Lodge Chairs of where to send their Lodge winners for district judging.
3. The State Chair, in concert with his or her District Chairs, must also resolve disagreements between Lodges in areas where jurisdictional boundaries are not clearly defined. In all such instances, the State and District Chairs should act with the overall good of the program in mind. They should define boundaries from which competing Lodges should accept applications. However, any jurisdictional decisions must be made **prior to judging the applications**. Please contact the ENF if you have questions.
4. The State Chair sets and announces the date and site of state judging.
5. The State Chair ensures that Lodges, districts and state follow the ENF scoring system.

B. Proper Handling of Student Applications

Do not mark or write on the students' applications. We have provided a scoring worksheet document (posted online). Make sufficient photocopies of the worksheet before you start scoring.

Please **do not** add letters or notes during or after the judging. All such attachments and/or markings will be removed or obliterated, which may be to the detriment of the student in the calculation of the score for neatness and/or appearance of the application.

The ENF Scholarship Office will ensure that all applicants not moving on to the state level are informed of their status by email. You are not required to return applications to students. Please retain applications for three to six months post-contest. After that time, please shred or burn applications as they contain confidential information. Should you choose to return the applications, be sure to **remove the counselor report**.

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

Revised 10-01-15

Neither the Grand Lodge of the BPO Elks nor the Elks National Foundation is responsible for the loss or mishandling of student applications by Lodge, District or State personnel. Any compensation that may result from such cause shall not be the responsibility of the Elks National Foundation and shall be the responsibility of the state association to satisfy.

C. State Quota

Each state receives a quota of awards based on its past support of the Elks National Foundation. This year's quotas are listed on the following page. The State Scholarship Committee, through its state judges, will fill the state's quota from the state finalists submitted by the District Chairs.

The State Scholarship Committee will judge the state finalists and will forward the applications deemed best, in an amount equal to its quota, to the Chicago office of the Elks National Foundation. The quota must be split evenly between males and females. States with an uneven quota should send the male or female with the higher score. For example, if your quota is seven, include the top three boys and the top three girls, and then either the fourth-place boy or the fourth-place girl, depending on whose score is higher. **Under no circumstances should a state send more applicants than its quota.**

D. State Judging

See Evaluating Applications document. State Judges must employ the same scoring system used at the Lodge and District levels. The Most Valuable Student contest is an Elks National Foundation program. We have designed our scoring system to recognize and award specific qualifications and competencies. Lodges, districts and states **may not modify** this scoring system.

2016 Most Valuable Student Awards

Following are the number of national awards allotted to each state for the 2016 Most Valuable Student scholarship competition.

AL.....	3	MD, DE, & DC...	15	OR.....	17
AK.....	6	MA.....	18	PA.....	16
AZ.....	15	MI.....	16	PR.....	1
AR.....	3	MN.....	5	RI.....	4
CA-HI.....	72	MS.....	2	SC.....	3
CO.....	15	MO.....	9	SD.....	3
CT.....	9	MT.....	5	TN.....	7
FL.....	34	NE.....	5	TX.....	10
GA.....	3	NV.....	7	UT.....	3
ID.....	3	NH.....	4	VT.....	4
IL.....	21	NJ.....	24	VA.....	7
IN.....	11	NM.....	5	WA.....	13
IA.....	5	NY.....	24	WV.....	7
KS.....	4	NC.....	8	WI.....	16
KY.....	3	ND.....	2	WY.....	3
LA.....	2	OH.....	18		
ME.....	6	OK.....	6	TOTAL.....	502

E. State Post-Judging Procedures

1. Be sure all applications have been checked for Lodge endorsement and citizenship information.
2. After the applications are judged and scored, the State Scholarship Chair will manage the State's Most Valuable Student scholarship applications online. To access the application dashboard, the Scholarship Chair will login to *elks.org* and then visit the MVS homepage, *www.elks.org/enf/mvs*.
3. The State Scholarship Chair will see a list of all applications submitted to the State level of judging. Select the top scoring applications, per quotas (as listed above), by changing the status from pending to approved.
4. You will be prompted to click the finalize button to finalize judging and then print out the report of winners to include with the hard copy applications advancing to the national level of judging.
5. Mail the state's quota of applications to the ENF Chicago office by February 12, 2016. **Send the applications to the ENF office in Chicago using a delivery service that will allow you to track the package, such as UPS or Federal Express.**
6. The ENF Scholarship Office will notify both the winners and non-winners by email. If your state association offers its own scholarships, you will need to handle that communication separately. It is not required to return unsuccessful applications to the student. Please retain applications for three to six months post-contest. After that time, please shred or burn applications as they contain confidential information. Should you choose to return the application, **remove the counselor report.**
7. Work with the state Public Relations Committee to publicize your state scholarship winners.

F. National Finalists

All eligible applicants forwarded to the Elks National Foundation's Chicago office will be considered National Finalists.

National Finalists will be notified by the ENF in late February 2016. To be eligible for a top scholarship, National Finalists are required to submit a secondary application online, which will include an essay, counselor's form, college plans, and scholarships/grants/aid/awards received to date. Finalists will also be required to mail their FAFSA Student Aid Report to the Elks National Foundation office in Chicago. The secondary application must be submitted online by March 4, 2016.

Upon formal entry into the national judging, all eligible National Finalists are guaranteed the minimum award offer of \$1,000 a year for four years. The top 20 National Finalists will convene in Chicago for a leadership weekend April 22 through 24, 2016, during which they will interview with the national judges. Scoring by the panel of National Judges will determine the three males and three females who will receive the first- through third-place awards. Results of the national judging will be e-mailed to State and Lodge Scholarship Committees as soon as possible in late April. The results will also be posted online at *www.elks.org/enf*.

District Scholarship Chair Guidelines - Exhibit F



© District Scholarship Chair Guidelines

Introduction

2016 Most Valuable Student Award Offers

Through our Most Valuable Student scholarship competition, the Elks National Foundation will offer 500 awards ranging from \$1,000 a year to \$12,500 a year for the 2016-17 through 2019-20 academic years. Each state's quota of awards is based on its past support of the Elks National Foundation. The quotas are listed at the end of this document. Males and females compete separately for the following awards:

	Four-Year Total Award	No. of Awards	Total
First Place	\$50,000	2	\$100,000
Second Place	\$40,000	2	\$80,000
Third Place	\$30,000	2	\$60,000
Fourth Place	\$20,000	14	\$280,000
Runners Up	\$4,000	480	\$1,920,000
Total:		500	\$2,440,000

Criteria

Applicants will be judged on scholarship, leadership and financial need. (See Evaluating Applications document.) Leadership scores will be based on a student's employment, community service, honors and awards, positions of leadership, extracurricular activities and essay.

Selection of Winners

The selection process begins at the local Lodge level and continues through district, state association and national judging. Since each selection committee is different, we require that the applications be judged at each level of competition. Score sheets **must not** be forwarded with the applications to avoid influencing judging at the next level. Male and female applicants compete separately, but are judged using the same criteria. The awards are apportioned equally among male and female applicants.

Who Is Eligible?

Most Valuable Student scholarships are available to high school seniors, or the related equivalents, only. College students or high school juniors are not eligible to enter this competition. Applicants must be citizens of the United States on the date the application is signed. Legal permanent resident status does not qualify.

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

Revised 10-01-15

Scholarships are available only to students who enroll in four-year undergraduate degree programs at accredited U.S. American colleges or universities. It is acceptable for a student to enroll in a two-year college for the first two years of the four-year program.

A student may apply for more than one ENF scholarship; however, they may win only one. In cases where the student qualifies for more than one, we will award the scholarship with the greater value.

Other Guidelines

The Most Valuable Student contest is an Elks National Foundation program. We have designed our scoring system to recognize and award specific qualifications and competencies.

Lodges, districts and states may not modify this scoring system.

Important Dates

September 1	Applications available for download at www.elks.org/enf/scholars . ENF issues a news release through AP/Newswire, which announces contest and availability of applications online. Lodges distribute contest promotional materials to high schools.
September December 4	State Chairs notify Lodges and ENF of District Chairs. All applications turned in by students to designated Elks Lodges. This date may not be changed under any circumstances.
January 1	Lodge scholarship judging completed. Qualified applications forwarded to next level of judging. (NOTE: state associations may move this date up. Please check with your State Scholarship Chair.)
January 22	District scholarship judging completed. Forward qualifying Applications to State Chairs for judging.
February 12	State scholarship judging completed. <u>Ship qualifying applications</u> to the ENF office in Chicago no later than <u>February 12</u> .
February 22	National finalists will be notified by email. Secondary application materials will be available online.
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Late April	ENF announces winners. Contest results published at www.elks.org/enf/scholars .

The following scholarship training manual contains all the important information for State Scholarship Chairs. Additional scoring and training documents can be found online at www.elks.org/enf/scholarshipchair.cfm.

Should you have any questions about the MVS program, please contact the Elks National Foundation Scholarship Office at 773/755-4732 or scholarship@elks.org.

District Responsibilities

The state association president selects the District MVS Chair and committee members. The size of the state judging committee is determined by the state association president but **must consist of at least three judges.**

A. Duties

1. The District Chair is responsible for providing guidance and information to Lodge Scholarship Chairs.
2. The District Chair should also help the State Scholarship Chair resolve disagreements between Lodges in areas where jurisdictional boundaries are not clearly defined. In all such instances, the State and District Chairs should act with the overall good of the program in mind. They should define boundaries from which competing Lodges should accept applications. Any jurisdictional decisions must be made **prior to judging the applications.**
3. The District Chair sets and announces the date and site of district judging.
4. The District Chair organizes a district scoring committee to judge the applications independently of the Lodge committee.

B. Proper Handling of Student Applications

Do not mark or write on the students' applications. We have provided a scoring worksheet document (posted online). Make sufficient photocopies of the worksheet before you start scoring.

Please **do not** add letters or notes during or after the judging. All such attachments and/or markings will be removed or obliterated, which may be to the detriment of the student in the calculation of the score for neatness and/or appearance of the application.

The ENF Scholarship Office will ensure that all applicants are notified if they are moving on to the state level or not. You are not required to return the non-winning students' applications at the end of the judging process. However, if you do decide to return the application, **do not** include the counselor report.

Neither the Grand Lodge of the BPO Elks nor the Elks National Foundation is responsible for the loss or mishandling of student applications by Lodge, District or State personnel. Any compensation that may result from such cause shall not be the responsibility of the Elks National Foundation and shall be the responsibility of the state association to satisfy.

C. District Quotas

The number of winning applications submitted by the District Chair for state judging shall be based on the following quotas.

1. Districts with 6 or fewer Lodges: 6 males, 6 females
2. Districts with 7 to 9 Lodges: 9 males, 9 females
3. Districts with 10 or more Lodges: 12 males, 12 females

D. District Judging

1. The district committee **must judge** the applications of the top three males and the top three females who have been submitted by each Lodge in the district. Since each selection committee is different, we require that the applications be judged at each level of competition. Score sheets **must not** be forwarded with the applications to avoid influencing judging at the next level.
2. See Evaluating Applications document posted online. District judges must employ the same scoring system used at the Lodge level.

E. District Post-Judging Procedures

1. After the applications are judged and scored, the District Chair will manage the Most Valuable Student scholarship applications online. To access the application dashboard, the District Chair will login to *elks.org* and then visit the MVS homepage, *www.elks.org/enf/mvs*. The District Chair will be prompted to enter a unique code to access the dashboard (this code is provided by the ENF to each District Chair via email).
2. The District Chair will see a list of all applications submitted to the District level of judging. Select the top scoring applications, per quotas (as listed above in Section C, District Quotas).
3. You will be prompted to click the finalize button to finalize judging and then print out the report of winners to include with the hard copy applications advancing to the state level of judging. Districts that do not do this will not be able to advance its winners to the next level.
4. Mail the district winners' applications, per quotas (as listed above in Section C, District Quotas), to the State Scholarship Chair on or by **January 22, 2016**. Verify accuracy of all documents submitted. Be sure that the proper Lodge official has endorsed all applications being advanced to state judging.
5. The ENF Scholarship Office will notify all winners and non-winners via email whether they have advance in the contest. Please retain applications until the contest winners are announced in late April. After that time, please shred or burn applications as they contain confidential information. Should you choose to return the application, remove the counselor report.

2016 Most Valuable Student Awards

Following are the number of national awards allotted to each state for the 2016 Most Valuable Student scholarship competition.

AL..... 3	MD, DE, & DC... 15	OR..... 17
AK..... 6	MA 18	PA 16
AZ..... 15	MI..... 16	PR..... 1
AR 3	MN 5	RI..... 4
CA-HI..... 72	MS 2	SC..... 3
CO 15	MO 9	SD..... 3
CT..... 9	MT..... 5	TN 7
FL..... 34	NE 5	TX..... 10
GA 3	NV..... 7	UT 3
ID..... 3	NH..... 4	VT..... 4
IL 21	NJ 24	VA 7
IN..... 11	NM 5	WA 13
IA 5	NY 24	WV 7
KS..... 4	NC..... 8	WI..... 16
KY..... 3	ND..... 2	WY 3
LA..... 2	OH 18	
ME 6	OK..... 6	TOTAL 502

Lodge Scholarship Chair Guidelines - Exhibit G



© Local Scholarship Chair Guidelines

Introduction

2016 Most Valuable Student Award Offers

Through our Most Valuable Student scholarship competition, the Elks National Foundation will offer 500 awards ranging from \$1,000 a year to \$12,500 a year for the 2016-17 through 2019-20 academic years. Each state’s quota of awards is based on its past support of the Elks National Foundation. The quotas are listed at the end of this document. Males and females compete separately for the following awards:

	Four-Year Total Award	No. of Awards	Total
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Criteria

Applicants will be judged on scholarship, leadership and financial need. (See Evaluating Applications document.) Leadership scores will be based on a student’s employment, community service, honors and awards, positions of leadership, extracurricular activities and essay.

Selection of Winners

The selection process begins at the local Lodge level and continues through district, state association and national judging. Since each selection committee is different, we require that the applications be judged at each level of competition. Score sheets **must not** be forwarded with the applications to avoid influencing judging at the next level. Male and female applicants compete separately, but are judged using the same criteria. The awards are apportioned equally among male and female applicants.

Who Is Eligible?

Most Valuable Student scholarships are available to high school seniors, or the related equivalents, only. College students or high school juniors are not eligible to enter this competition. Applicants must be citizens of the United States on the date the application is signed. Legal permanent resident status does not qualify.

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

Revised 10-01-15

Scholarships are available only to students who enroll in four-year undergraduate degree programs at accredited U.S. American colleges or universities. It is acceptable for a student to enroll in a two-year college for the first two years of the four-year program.

A student may apply for more than one ENF scholarship; however, they may win only one. In cases where the student qualifies for more than one, we will award the scholarship with the greater value.

Other Guidelines

The Most Valuable Student contest is an Elks National Foundation program. We have designed our scoring system to recognize and award specific qualifications and competencies.

Lodges, districts and states may not modify this scoring system.

Important Dates

September 1	Applications available for download at www.elks.org/enf/scholars . ENF issues a news release through AP/Newswire, which announces contest and availability of applications online. Lodges distribute contest promotional materials to high schools.
September December 4	State Chairs notify Lodges and ENF of District Chairs. All applications turned in by students to designated Elks Lodges. This date may not be changed under any circumstances.
January 1	Lodge scholarship judging completed. Qualified applications forwarded to next level of judging. (NOTE: state associations may move this date up. Please check with your State Scholarship Chair.)
January 22	District scholarship judging completed. Forward qualifying Applications to State Chairs for judging.
February 12	State scholarship judging completed. <u>Ship qualifying applications</u> to the ENF office in Chicago no later than <u>February 12</u> .
February 22	National finalists will be notified by email. Secondary application materials will be available online.
March 4	National finalists' secondary applications must be submitted online to the Elks National Foundation.
April 22-24	Top 20 National Finalists convene in Chicago for a leadership weekend. During the weekend, the 20 finalists will interview with the national judges.
Late April	ENF announces winners. Contest results published at www.elks.org/enf/scholars .

The following scholarship training manual contains all the important information for State Scholarship Chairs. Additional scoring and training documents can be found online at www.elks.org/enf/scholarshipchair.cfm.

Should you have any questions about the MVS program, please contact the Elks National Foundation Scholarship Office at 773/755-4732 or scholarship@elks.org.

Lodge Responsibilities

A. The Lodge MVS Committee

The Lodge MVS Committee is to consist of the Chair, appointed by the Exalted Ruler, and **no less than three** and no more than five members. After the Exalted Ruler selects the Chair, the Exalted Ruler and the Chair then select the committee members. Consider having an Elks scholar on the committee. It's a great way to connect with a scholarship recipient. The Lodge Secretary is responsible for appointing the Scholarship Chair as the Scholarship Coordinator in CLMS.

The MVS Committee Chair is to conduct an orientation meeting with the committee members and delegate duties for members.

The MVS Committee is to ensure that all deadlines are met. (See Important Dates on page 2.) Applications are available to download from the ENF website after September 1, 2015. Lodge Scholarship Chairs should distribute promotional materials included with the annual mailing to local high schools.

Completed applications must be received at the Lodge by **December 4, 2015**. Lodges must complete their judging by choosing which six applicants will advance to district or state levels.

After the applications are judged and scored, the Scholarship Coordinator will manage the Lodge's Most Valuable Student scholarship applications online. To access the application dashboard, the Scholarship Coordinator must log into elks.org and then visit the MVS homepage, www.elks.org/enf/mvs.

The Scholarship Coordinator will enter all applicant IDs online and then select the winners by changing the pending status to approved (reference section N on page 6). The Scholarship Coordinator will then print out its report of winners to include with the hard copy applications advancing to the next level of judging. Forward all appropriate information to the next level of judging by **January 1, 2016**. Lodges that do not follow this process will not be able to advance its winners to the next level.

B. Local Promotion

Work with your Lodge Public Relations Committee to publicize the contest and the availability of applications. The ENF will issue a news release through AP/Newswire on September 1.

Host an open house at your Lodge in the fall to promote the scholarship contests. Invite local high school seniors, guidance counselors, and current Elks scholars. Elks scholars in your area may be available to come back and talk about their experience as an Elks scholar. Email scholarship@elks.org to find Elks scholars in your area.

Connecting with the local high school guidance counselors is a great way to spread the word about scholarships. In fact, 44% of applicants said they heard about the scholarship from their guidance counselor.

The Elks National Foundation also provides several films you can use to promote the scholarship contest, including a 60 second PSA. To view all the promotional films, visit www.elks.org/enf/films.cfm.

C. Application Procedure

All applications must be filed no later than **December 4, 2015**, with the Lodge Scholarship Chair, Exalted Ruler or Secretary of the BPO Elks Lodge having jurisdiction in the area in which the student resides. **DO NOT CHANGE THIS DEADLINE.** The Foundation will publicize this date on the Internet, in financial aid manuals, and in news releases to local newspapers. Please arrange to have someone on hand to accept applications on the final filing date. **DO NOT** accept applications after the filing date.

Students must apply using the current-year application. Students may only file one application and must file it with the Lodge of jurisdiction.

D. Lodge Quotas

Male and female applicants compete separately. The Lodge Chair will forward the three top-scoring males and the three top-scoring females to the District Chair, or to the State Scholarship Chair if the state association does not have a district competition.

E. Confidentiality

Please respect the confidentiality of the students and their families at all times. The families of applicants are entrusting us with private and personal information. It is not easy to do what they are doing—to ask their neighbors for help. We must not betray their trust.

F. Lodge of Jurisdiction

The ENF's policy is that any high school senior who is a U.S. citizen can apply for this scholarship, regardless of whether they live in the generally accepted boundaries of a Lodge. We inform students that they live within the jurisdiction of the closest Elks Lodge to their permanent U.S. residence, regardless of how far that is. Crossover of state lines is permissible, provided students file with the closest Lodge to their permanent residence. We don't expect Lodges to actively promote the

contest in high schools beyond their communal boundaries. We do expect you to accept and fairly review applications that you receive from students who live outside your community, but within your jurisdiction as defined here.

G. Proper Handling of Student Applications

1. **Do not** mark or write on the students' applications. We have included a scoring worksheet in the Scoring section online for you to download and print. Make sufficient photocopies of the worksheet before you start scoring. **Do not** include the scoring worksheets with the applications that advance to the next level of judging.
2. Please **do not** add letters or notes during or after the judging. All such attachments and/or markings will be removed or obliterated. Elks National Foundation Scholarship Judges Manual: Lodge Guidelines 5
3. Ensure that all applications have been submitted to the correct Lodge. If you find that an application has been submitted to the wrong Lodge, forward it to the correct Lodge so that it may be included in that Lodge's judging. Crossover of state lines is permissible, provided students file with the closest Lodge to their permanent residence. Even if a student resides in a different state from the locale of the sponsoring Lodge, that Lodge of jurisdiction must accept the application. Students who are currently attending preparatory/boarding schools should file with the closest Lodge to their permanent residence.
4. The ENF Scholarship Office will ensure that all applicants not moving on to the district or state level are informed of their status by email. **Lodges are not required to return applications to students.** Please retain applications until the contest winners are announced in April. After that time, please shred or burn applications as they contain confidential information. However, if you choose to return the brochure to the applicant, **do not** include the counselor report.

Neither the Grand Lodge of the BPO Elks nor the Elks National Foundation is responsible for the loss or mishandling of student applications by Lodge, District or State personnel. Any compensation that may result from such cause shall not be the responsibility of the Elks National Foundation and shall be the responsibility of the state association to satisfy.

H. Citizenship

Applicant **MUST** be a U.S. citizen as of the day of filing the application. If foreign born, he or she must provide proof of citizenship in order to qualify. Legal permanent resident status does not qualify.

I. Signatures

Ensure that the application is signed and dated on page one by the student and by the parent(s) or guardian. Emancipated students must provide documentation from the appropriate agency to support their status. We will not accept an applicant as an independent student unless the student has a legally documented circumstance or is or has been a ward of the court.

Remember the appropriate Lodge official must sign page 1 of the application, if it is forwarded to the next level for judging.

J. Counselor Report

Remove the Counselor Report from the sealed envelope, and include it and the envelope in the application. The Counselor Report must be signed by the appropriate school official.

K. Transcript and Test Scores

If applicant provides a transcript in a sealed envelope, remove the transcript, and include it and the envelope in the application. Ensure that high school transcript reports are complete and include grades through the 6th semester, and classes through the 7th semester.

The transcript or sealed envelope must be signed by the appropriate school official. Official high school transcript may be a photocopy, as long as the original or the sealed envelope bears an original signature of the proper school authority. Ensure that the applicant has enclosed the appropriate standardized test scores (SAT and/or ACT), taken before November 10, 2015. Test scores may be a photocopy, or may be included on the transcript.

L. Folder Order

Following is the suggested order for the application items. Remember, the important thing is that all the items are included.

1. Application.
2. Essay.
3. Transcript and Test Scores.
4. Counselor report.
5. Copies of exhibits, newspaper articles, etc., indicating achievement in scholarship, leadership, athletics, community service or other activities. No formal photos should be included. The Lodge Chair should remove such photos. However, newspaper clippings or other articles are acceptable.

While we require that all applications conform to the rules, we caution judging committees not to be too hasty in disqualifying an application. The committee should attempt to correct incomplete or missing information **before** judging. This is a matter for the Lodge Committee to decide. Just be sure that your policy is consistent. Do not process or forward incomplete applications to the next judging level. The complete brochure should include the application and up to 10 additional double-sided pages of supplemental materials, which are optional.

M. Judging

See the Evaluating Applications document posted online at www.elks.org/enf/scholarshipchair.cfm.

N. Lodge Post-Judging Procedures

1. Finish judging on or by **January 1, 2016**, and forward winning applications on to the district judging level, or to the state level if your state does not have district judging. Be sure to complete the following steps:

- After the applications are judged and scored, the Scholarship Coordinator will manage the Lodge's Most Valuable Student scholarship applications online. To access the application dashboard, the Scholarship Coordinator will login to elks.org and then visit the MVS homepage, www.elks.org/enf/mvs.
- The Scholarship Coordinator will enter all applicant IDs online and then select the winners by changing the 'pending' button next to the name to 'approved.' Note: Applicant IDs can be found in the top right corner of each page of the application.
- The Scholarship Coordinator will click on a button to finalize judging and then print out the report of winners to include with the hard copy applications advancing to the next level of judging. Lodges that do not do this will not be able to advance its winners to the next level.
- Make sure the proper Lodge official has **signed the front page of all applications** that are advancing to the next level of judging. Applications not properly endorsed cannot be accepted for district and/or state judging.
- Mail the hard copy applications of the three highest scoring males and three highest scoring females to the District level for judging, or to the State level if your state does not have District judging. Contact your State Scholarship Chair if you are unsure of who your District Scholarship Chair is.

DO NOT mail applications to the ENF office in Chicago. All applications received by your Lodge must be judged by your Lodge Scholarship Committee in accordance with instructions in the Judges Manual, and then forwarded to the District or State Chair in accordance with the instructions from your State Chair. Applications sent to Chicago by the Lodge will be returned to your Lodge, which may cause disqualification because of late filing with the District or State Chair.

If you have any questions about where to send your applications, contact your State Scholarship Chair immediately.

2. The ENF Scholarship Office will notify all winners and non-winners via email whether they have advanced in the contest. Please retain applications until the contest winners are announced in late April. After that time, please shred or burn applications as they contain confidential information. Should you choose to return the application, remove the counselor report.

3. Following are suggestions on how to build relationships with your Lodge's local students:

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

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- Elk's scholars in your area are available to come back to the Lodge and talk about their experience as an Elks scholar. Email *scholarship@elks.org* to find Elks scholars in your area.
- Plan an awards program during Elks Youth Week to honor local students who have won state scholarships and/or have advanced to the national judging. Be sure to share photos with the ENF! Email them to *scholarship@elks.org*.
- Send a news release to your local media announcing the event, and invite the media to attend. At the event, take pictures. After the event, send another news release to the local media. Be sure to seek the assistance of your Lodge Public Relations Committee. This committee has access to State Association and Grand Lodge resources that can help get your program the best possible exposure.
- Request permission from the high school to present awards at its honors program or graduation.
- Be sure to get the contact information of Elks scholars sponsored by your Lodge. Remember to invite them back to the Lodge during winter or summer breaks to speak at a meeting about their college experience.
- Invite Elks scholars sponsored by your Lodge to serve at Lodge events throughout the year.

2016 Most Valuable Student Awards

Following are the number of national awards allotted to each state for the 2016 Most Valuable Student scholarship competition.

AL.....	3	MD, DE, & DC...	15	OR.....	17
AK.....	6	MA.....	18	PA.....	16
AZ.....	15	MI.....	16	PR.....	1
AR.....	3	MN.....	5	RI.....	4
CA-HI.....	72	MS.....	2	SC.....	3
CO.....	15	MO.....	9	SD.....	3
CT.....	9	MT.....	5	TN.....	7
FL.....	34	NE.....	5	TX.....	10
GA.....	3	NV.....	7	UT.....	3
ID.....	3	NH.....	4	VT.....	4
IL.....	21	NJ.....	24	VA.....	7
IN.....	11	NM.....	5	WA.....	13
IA.....	5	NY.....	24	WV.....	7
KS.....	4	NC.....	8	WI.....	16
KY.....	3	ND.....	2	WY.....	3
LA.....	2	OH.....	18		
ME.....	6	OK.....	6	TOTAL	502

Lodge Scholarship Chair Post-Judging Checklist - Exhibit H



Elks National Foundation

2016 Most Valuable Student Scholarship Contest

Post-Judging Checklist for Lodge Scholarship Chairs

After judging all applications submitted to your Lodge, complete the following steps.

- After the applications are judged and scored, the Scholarship Coordinator will manage the Lodge's Most Valuable Student scholarship applications online. To access the application dashboard, the Scholarship Coordinator must log into *elks.org* and then visit the MVS homepage, *www.elks.org/ent/mvs*.
- The Scholarship Coordinator will enter all applicant IDs online and then select the winners by changing the pending status to approved.
- The Scholarship Coordinator will finalize the Lodge judging by clicking the finalize button and then printing out the report of winners to include with the hard copy applications advancing to the next level of judging. Lodges that do not follow this process will not be able to advance its winners to the next level.
- Make sure the proper Lodge official has **signed the front page of all applications** that are advancing to the next level of judging. Applications not properly endorsed cannot be accepted for district and/or state judging.
- Mail the applications of the three highest scoring males and three highest scoring females to the district level for judging, or to the state level if your state does not have district judging.
- The Elks National Foundation Scholarship Office will notify the winners and non-winners by email at each level of the contest. Note: If your Lodge offers its own scholarships, you will need to handle that communication separately.
- Please retain the non-winners applications until the national winners are announced in April. After that time, please shred or burn the applications, as they contain confidential information. Should your committee decide to return the non-winners applications, **do not include the counselor report**.

Please contact us with any questions at *scholarship@elks.org* or 773/755-4732.

MVS CONTEST DEADLINE: December 4, 2015

Lodge judging must be completed by January 1, 2016

Form Letter (State MVS Winner Notification Letter) - Exhibit I



NSEA Secretary
Address
City, ST Zip
Tel: (xxx) xxx-xxxx
Email: xxxxxxxx@xxx.xxx

NSEA President
Address
City, ST Zip
Tel: (xxx) xxx-xxxx
Email: xxxxxxxx@xxx.xxx

(Date)

(Student's Name and ID Number)
(Address)

Dear:

This is to inform you that you have been selected as one of the Nevada State Elks Association's Most Valuable Student Scholarship Program winners.

I would like to invite you and your parents to be a guest of your sponsoring Lodges Youth Recognition and receive your Certificate of Award. An invitation confirming the date and time will be sent later.

After you have registered at the school of your choice, request the Financial Assistance Officer to notify the Nevada State Elks Association stating proof of registration. On receipt of proof of registration the Nevada State Elks Association will forward _____ dollars (\$.00) in your name and the school which you have registered, to be credited to your account.

On behalf of the Nevada State Elks Association and your Sponsoring Lodge, congratulations and good luck in achieving your educational goal. Deferments will **not** be permitted for any reason!

Sincerely,

State President's Name, President

Nevada State Elks Association

Cc: Treasurer's Name, Treasurer

Vocational Grant Award Poster – Exhibit J



**Grants from \$500 to \$1,000
for vocational training leading to employment
Open to any citizen of U.S.A living in Nevada
High School Diploma or GED required
voc-grant@nsea-elks.org
Nevada State Elks Association
Contact your local Lodge for more information.**

Vocational Grant Award Application – Exhibit K



Nevada State Elks Association

VOCATIONAL GRANT PROGRAM

WHO MAY APPLY: Any prospective student (male or female) resident within the jurisdiction of the Benevolent and Protective Order of Elks in the State of Nevada, 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.

The application must be filed with the Lodge Scholarship Chair, Lodge Secretary or the Exalted Ruler. Only one application may be filed and must be filed with the lodge of jurisdiction.

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). 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 must plan to carry a minimum load of 12 credit hours each semester. 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. This grant may not be used for part time study or for high school.

This vocational grant is for two years only and is not renewable. 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 National Foundation Scholarship or Nevada State Elks Grant in one academic year.

All Scholarships are in the form of Certificates of Award issued by the Nevada State Elks Association conditioned upon enrollment of the student in a vocational/technical course of a two year U.S. American College or vocational/technical school. Upon receipt of "**Verification of Enrollment**" form, completed by the proper school official, the NSEA will forward the check in the amount not to exceed the grant acquired by the applicant, payable to the College or School. Payment may not be used to cover retroactive charges.

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

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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 cost of applicant's planned course of study. It may not be used for general living expenses such as rent, mortgage payments or automobile expenses. It may not be used for child care.

Applications are evaluated based on the information herein. Therefore, if after being notified of a grant, course study and or school attending change, the grant may be withdrawn.

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.

After completing this application, make a photo copy for your own records. All applications become the property of the Benevolent and Protective Order of Elks of the USA and the Nevada State Elks Association.

Thank you for applying and good luck!

**GENERAL INSTRUCTIONS
BROCHURE PREPARATION AND REQUIREMENTS**

1. APPLICATION: Applicant must use the Nevada State Elks Association forms. (photo copies are acceptable). The application must be signed by the applicant and the Lodge official. Typewritten applications and statements are preferred but handwritten submissions are acceptable.

ALL APPLICATIONS MUST BE SIGNED BY THE APPLICANT AND LODGE OFFICIAL(S) NO EXCEPTIONS

Applications and all supporting documents must be in English.

Letters of recommendation must be originals and on one side of a single sheet of 8.5 x 11 inch paper and signed by the author.

2. EXHIBITS: Should be neat, concise and in chronological order. Letter or endorsements, etc., should be removed from the envelope and bound flat. (Leave sufficient margin on the left border for readability)

3. ORDER OF EXHIBITS:

- A. Application - completed
- B. A statement written by the applicant of not more than 200 words, summarizing his/her activities, accomplishments, needs and objectives, which the applicant thinks qualifies
- C. give a worthwhile opinion of the character, industry, disposition and general worthiness him/her for the grant, and outside career goals and course plan.
- D. A letter of not more than 150 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.)
- E. A brief letter of endorsement from a responsible person, not related to the applicant, other than an educator, who has had the opportunity personally to observe the applicant and who can of the applicant. Additional letters may be included, if appropriate and desired, but not more than two additional letters.
- F. Letters from educators - not more than two. Letter(s) may cover the applicant's ability, work habits, leadership, personality and integrity.
- G. Grade record or work record for previous two years (Armed Forces, Vocational, Aptitude test scores, may also be included.)
- H. Any other information you feel is pertinent in qualifying you for the grant.
- I. All applications should be in a paper binder. Any color is accepted.

JUDGING WILL BE FOR THE FOLLOWING

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

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

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

Revised 10-01-15

NEVADA STATE ELKS ASSOCIATION
2015 VOCATIONAL GRANT PROGRAM
APPLICATION OF REQUIRED FACTS

IMPORTANT: Read the instructions very carefully. Incomplete applications will not be processed.

Name: _____ Social Security # _____

Street Address _____ Phone # _____

City/State/Zip _____

Date of Birth _____ Birthplace _____ Age _____ Sex _____

Citizenship - US Citizen ___ Yes ___ No ___ (applicant must be a citizen on the date the application is signed.) If not born an American citizen, give date and place of Naturalization.

Date _____ Place: _____

I am not a High School Graduate, but I have my G.E.D. Yes ___ No ___

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

Table with 3 columns: School Name /Address, Dates, Degrees/ Certificates. Includes two rows of blank lines for data entry.

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

Date: _____ Signature: _____

EACH APPLICATION MUST HAVE AN ENDORSEMENT OF A LODGE OF THE B.P.O.ELKS OF THE USA TO BE ACCEPTED FOR JUDGING.

Either the Scholarship Chair, the Exalted Ruler, or the Secretary of the Elks Lodge in the jurisdiction where the applicant is a resident, must sign the Lodge Endorsement certifying that he/she has reviewed the application. Application should not be endorsed if the applicant does not conform to the requirements outlined in this Application of Required Facts. Applicants may use photo copies of the NSEA Vocational Scholarship Form.

This Application, with the attached exhibits, has been reviewed and conforms to the regulations set forth by the Board of Vocational Scholarship for NSEA.

Lodge Name _____ Lodge # _____

Date _____ Signed _____
Lodge Scholarship Chair, Exalted Ruler, Secretary

To Lodge personnel: Applications must file no later than second Monday in February. After endorsing the application mail it to:

North District

Toni Wendt
1408 Sally Ln.
Gardnerville, Nevada, 89460-8237

South District

Bill Wiseman
9801 Biscayne Ln.
Las Vegas, NV 89117-3646

The application must be postmarked no later than third Monday in February. Applications postmarked third Tuesday in February (or later) will not be considered.

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

Revised 10-01-15

School planning to attend: _____

Address: _____

Vocational Goal: _____

(Give Name of Course Study)

Employment Record:

Employer	Address	Dates	Contact person/supervisor	Position

Honors and Awards (Civic/non-school related)

Other Activities (School or Civic)

TO BE COMPLETED BY ALL APPLICANTS
Budget for Academic Year

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, or automobile expenses. In complete or unnecessary information in this section cannot be evaluated.

- A. Tuition and Fees \$ _____
- B. Books and supplies \$ _____
- C. Room and Board (On campus living only) \$ _____
- D. Total of lines A thru C \$ _____

Anticipated Amounts Available for Education (income)

- E. Parent Contribution \$ _____
- F. Student Contribution \$ _____
- G. Summer Earnings \$ _____
- H. Other Scholarships, Grants or Loans \$ _____
- I. (List Names) _____
- J. Total of lines E, F, G, & H \$ _____
- K. Amount needed to balance school budget for one year \$ _____
- L. Subtract line J from line D. \$ _____

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

Revised 10-01-15

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 covered by this grant can be obtained through personal or parental contribution or through other sources/assistance programs.

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

Incomplete information in this area will disqualify the applicant.

TO BE COMPLETED BY UNMARRIED APPLICANT **DEPENDENT** ON PARENTS

Father's Name _____ Age _____ Occupation _____
Mother's Name _____ Age _____ Occupation _____

Parents Marital Status

Mother: Married _____ Widowed _____ Divorced _____ Separated _____ Re Married _____
Father: Married _____ Widowed _____ Divorced _____ Separated _____ Re Married _____

- A. Father's Annual Income Before Taxes: \$ _____
- B. Mother's Annual Income Before Taxes: \$ _____
- C. Applicant's Annual Income Before Taxes: \$ _____
- D. All other income not included above: \$ _____
- Gross Income (add lines A through D)** \$ _____
- E. Number of Dependents (Excluding parents) _____
- F. Number of Dependents attending college. (Excluding Applicant) _____
- G. Medical and Dental Expense not covered by insurance. \$ _____
- H. Emergency Expenses (flood damage, etc.) \$ _____
- I. Total Market Value of Home \$ _____
- J. Amount of Unpaid Mortgage \$ _____
- K. If no home is owned annual amount of rent. \$ _____
- L. Do you own a business or Farm? (Y/N) _____ Market Value \$ _____
- M. What is the profit? \$ _____
- N. Value of Bank accounts \$ _____
- O. Value of other investments \$ _____
(Name source of investments) _____

P. Does either parent have a pension plan other than social security? Yes _____ No _____

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

Revised 10-01-15

TO BE COMPLETED BY MARRIED OR INDEPENDENT APPLICATIONS

Applicant's marital status: Single _____ Married _____

Spouse's Name _____ Age _____ Occupation _____

- A. Applicant's Annual Income Before Taxes \$ _____
- B. Spouses Annual Income Before Taxes \$ _____
- C. All Other Income Not Included Above \$ _____
- Gross Income (Add lines A through C)** \$ _____
- D. Number of Dependents (excluding applicant and spouse) \$ _____
- E. Spouse attending school? Yes _____ No _____
- F. Medical and Dental Expense not covered by insurance \$ _____
- G. Emergency Expenses (flood damage, etc.) \$ _____
- H. Total Market Value of Home \$ _____
- I. Amount of Unpaid Mortgage \$ _____
- J. If no home is owned annual amount of rent. \$ _____
- K. Do you own a business or Farm? (Y/N) _____ Market Value \$ _____
- L. What is the profit? \$ _____
- M. Value of Bank accounts \$ _____
- N. Value of other investments \$ _____
 (Name source of investments)

Vocational Letter to Counselors and Principals – Exhibit L



NSEA Secretary
Address
City, ST Zip
Tel: (xxx) xxx-xxxx
Email: xxxxxxxx@xxx.xxx

NSEA President
Address
City, ST Zip
Tel: (xxx) xxx-xxxx
Email: xxxxxxxx@xxx.xxx

Date:

(School)
(Address)

Dear High School Counselor and/or Principal;

The Nevada State Elks Association Vocational Grant Program provides scholarships for eligible graduating high school seniors who plan to pursue an eligible vocational/technical course above and supplemental to high school. (This program **IS NOT** intended for students who plan to attend a four-year college to receive a bachelor’s degree. A separate program called **The Most Valuable Student Program** is intended for those individuals. Students **should not** apply for both programs.)

Requirements for the Vocational Grant Program include:

1. The applicant must be a U.S. Citizen on the date the application is filed.
2. The applicant must plan to attend a community college or vocational/technical training school.
3. The applicant must be a graduating high school senior or General Education student receiving a diploma or certificate during the current program year.
4. The applicant must plan to pursue an eligible two-year or less technical or vocational/vocational course culminating in an associate degree, diploma or certificate.
5. The grant may only be used for tuition and fees or books and supplies at a Nevada state community college or training school. It may only be used for the usual and required costs of the applicant’s stated planned course of study and must be paid directly to the school. (The grant cannot be used for tuition, fees, books or supplies at a four-year college or university.)
6. Identical awards are available for male and female students who compete separately.

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

Revised 10-01-15

After the above criteria, applicants will be judged on scholarship, citizenship, leadership, perseverance, resourcefulness, patriotism, general worthiness and financial need, along with skills showing aptitude toward a chosen vocation.

All applications, properly executed, must be made on the official forms furnished by the Elks. Counselors Please Note: If it becomes necessary to issue a copy of these forms because of lack of supply to the student, please do so. We will take steps to insure you have sufficient supplies before the deadline dates. Application forms are also available at www.nsea-elks.org.

This application must be filed with the Lodge Vocational Chair. The final date for filing completed applications with the Lodge is the second **Monday** in February.

IMPORTANT

Applications, for all programs will be reviewed by the Local Elks Lodge Chair, and will be judged by the Elks Lodge Scholarship/Vocational Committee. Winners for each contest will be forwarded to the District Level of the Nevada State Elks Association. Winners at this level will be advanced to the Nevada State Elks Association contest for state awards.

It is the desire of the Nevada State Elks Trustees that no assistance be extended or continued to any student whose conduct is contrary to the principals of law and order and morality supported by the B.P.O. Elks Lodge.

Deadlines For Receiving Applications

The Nevada State Elks Association Vocational Grant Program Scholarship Award deadline is no later than the second **Monday** in February at the local Elks Lodge.

This date is strictly observed to allow ample time for local Lodge, District and State judging. Brochures received after this date cannot be accepted or judged.

Applications may be delivered to the Lodge in person any time prior to this date. If using U.S. Mail Service, please send only by Certified Mail. Address to applicable Lodge Chair.

Thank you for your dedication to students and your help in encouraging qualified applicants.

Sincerely,

Give name, Chair

Lodge

Address

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

Revised 10-01-15

Form Letter (Winner) – Exhibit M



NSEA Secretary
Address
City, ST Zip
Tel: (xxx) xxx-xxxx
Email: xxxxxxxx@xxx.xxx

NSEA President
Address
City, ST Zip
Tel: (xxx) xxx-xxxx
Email: xxxxxxxx@xxx.xxx

(Date)

(Student's Name and ID Number)
(Address)

Dear:

This is to inform you that you have been selected as one of the Nevada State Elks Association's Vocational Grant Program winners.

I would like to invite you and your parents to be a guest of your sponsoring Lodges Youth Recognition and receive your Certificate of Award. An invitation confirming the date and time will be sent later.

After you have registered at the school of your choice, request the Financial Assistance Officer to notify the Nevada State Elks Association stating proof of registration. On receipt of proof of registration the Nevada State Elks Association will forward _____ dollars (\$.00) in your name and the school which you have registered, to be credited to your account.

On behalf of the Nevada State Elks Association and your Sponsoring Lodge, congratulations and good luck in achieving your educational goal. Deferments will **not** be permitted for any reason!

Sincerely,

State President's Name, President

Nevada State Elks Association

Cc: Treasurer's Name, Treasurer

Form Letter (Non-Winner) – Exhibit N



NSEA Secretary
Address
City, ST Zip
Tel: (xxx) xxx-xxxx
Email: xxxxxxxx@xxx.xxx

NSEA President
Address
City, ST Zip
Tel: (xxx) xxx-xxxx
Email: xxxxxxxx@xxx.xxx

(Date)

(Student's Name and ID Number)
(Address)

Dear:

The Nevada State Elks Association wishes to thank you for participating in our Vocational Scholarship Program. Many excellent applications were received this year and the judging was close as it has been in many years. It became very difficult to select just a few winners from all the outstanding entries.

While your entry did not qualify as one of our finalists, the judging committee would like to congratulate you on your demonstrated accomplishments during your high school years. It is obvious that your school has benefited by having you as a member of the student body.

Thank you again for your participation in our contest. I wish you continued success in seeking your future educational goals.

Sincerely,

State President's Name, President

Nevada State Elks Association

Cc: Treasurer's Name, Treasurer

=====IMPORTANT=====

YOU MUST USE THIS FORM LETTER WHEN NOTIFYING STUDENTS WHO ARE NOT RECEIVING A VOCATIONAL GRANT.

=====

NSEA SCHOLARSHIP COMMITTEE GUIDELINES

Revised 10-01-15

Form Letter (State only) Registrar’s Office – Exhibit O



NSEA Secretary
Address
City, ST Zip
Tel: (xxx) xxx-xxxx
Email: xxxxxxxx@xxx.xxx

NSEA President
Address
City, ST Zip
Tel: (xxx) xxx-xxxx
Email: xxxxxxxx@xxx.xxx

Date

(School Name)
(School Address)

Dear Sir:

Enclosed you will find our check # _____ in the amount of \$ _____ to be credited to the account of _____, SSN _____.

This scholarship is to be used for tuition, books, supplies, lab fees, or room and board (if student is living on the school campus). This money is not available to the student for expenses.

In the event that the above named student does not complete the academic commitments, the unused portion, if any, should be returned to the Nevada State Elks Association, (Treasurer’s Address). Should the student transfer to another institution prior to using these funds, the unused portion is transferable to the new school.

We are happy to be in the position to help students continue their education.

Sincerely,

Treasurer’s Name

NSEA Treasurer

Vocational Grant Checklist – Exhibit P

NEVADA STATE ELKS ASSOCIATION

VOCATIONAL GRANT APPLICATION

Grants range from \$500 to \$1,500 for one year.

APPLICATION CHECKLIST

- Application – completed
- A statement written by the applicant of not more than 200 words, summarizing his/her activities, accomplishments, needs and objectives, which the applicant thinks qualifies give a worthwhile opinion of the character, industry, disposition and general worthiness him/her for the grant, and outside career goals and course plan.
- A letter of not more than 150 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.)
- A brief letter of endorsement from a responsible person, not related to the applicant, other than an educator, who has had the opportunity personally to observe the applicant and who can of the applicant. Additional letters may be included, if appropriate and desired, but not more than two additional letters.
- Letters from educators - not more than two. Letter(s) may cover the applicant's ability, work habits, leadership, personality and integrity.
- Grade record or work record for previous two years (Armed Forces, Vocational, Aptitude test scores, may also be included.)
- Any other information you feel is pertinent in qualifying you for the grant.
- All applications should be in a paper binder. Any color is accepted.

You may add other information which will be helpful in judging your worthiness for a grant.
APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION WILL NOT BE APPROVED.

Vocational Grant Judging Score Sheet – Exhibit Q

Vocational Grant Judging Score Sheet

Student's Name: _____

School: _____

Grading Caption	Comments	Points																																																																								
<p>MOTIVATION 250 to 300 Points</p> <p>General worthiness, demonstrated achievement, industry and goalsetting. Planned preparation for chosen vocation, including school subjects, related work activities, and community services.</p>																																																																										
<p>NEED 205 to 250 Points</p> <p>Financial need, family income, number of dependents relying on basic income. Resourcefulness to help meet needs.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Zero</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$23,000</td> <td style="padding-left: 20px;">250 points</td> </tr> <tr> <td style="padding-left: 20px;">\$23,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$27,000</td> <td style="padding-left: 20px;">247 points</td> </tr> <tr> <td style="padding-left: 20px;">\$27,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$31,000</td> <td style="padding-left: 20px;">244 points</td> </tr> <tr> <td style="padding-left: 20px;">\$31,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$35,000</td> <td style="padding-left: 20px;">238 points</td> </tr> <tr> <td style="padding-left: 20px;">\$35,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$39,000</td> <td style="padding-left: 20px;">235 points</td> </tr> <tr> <td style="padding-left: 20px;">\$39,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$43,000</td> <td style="padding-left: 20px;">232 points</td> </tr> <tr> <td style="padding-left: 20px;">\$43,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$47,000</td> <td style="padding-left: 20px;">229 points</td> </tr> <tr> <td style="padding-left: 20px;">\$47,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$51,000</td> <td style="padding-left: 20px;">226 points</td> </tr> <tr> <td style="padding-left: 20px;">\$51,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$55,000</td> <td style="padding-left: 20px;">223 points</td> </tr> <tr> <td style="padding-left: 20px;">\$55,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$59,000</td> <td style="padding-left: 20px;">220 points</td> </tr> <tr> <td style="padding-left: 20px;">\$59,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$63,000</td> <td style="padding-left: 20px;">217 points</td> </tr> <tr> <td style="padding-left: 20px;">\$63,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$67,001</td> <td style="padding-left: 20px;">214 points</td> </tr> <tr> <td style="padding-left: 20px;">\$67,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$71,000</td> <td style="padding-left: 20px;">211 points</td> </tr> <tr> <td style="padding-left: 20px;">\$71,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">\$75,000</td> <td style="padding-left: 20px;">208 points</td> </tr> <tr> <td style="padding-left: 20px;">\$75,001</td> <td style="padding-left: 10px;">to</td> <td style="padding-left: 10px;">Above</td> <td style="padding-left: 20px;">205 points</td> </tr> <tr> <td style="padding-left: 20px;">Married Joint Return</td> <td></td> <td></td> <td style="padding-left: 20px;">Minus \$6,000</td> </tr> <tr> <td style="padding-left: 20px;">Single Parent</td> <td></td> <td></td> <td style="padding-left: 20px;">Minus \$3,000</td> </tr> <tr> <td style="padding-left: 20px;">Each Dependent</td> <td></td> <td></td> <td style="padding-left: 20px;">Minus \$1,000</td> </tr> </table>	Zero	to	\$23,000	250 points	\$23,001	to	\$27,000	247 points	\$27,001	to	\$31,000	244 points	\$31,001	to	\$35,000	238 points	\$35,001	to	\$39,000	235 points	\$39,001	to	\$43,000	232 points	\$43,001	to	\$47,000	229 points	\$47,001	to	\$51,000	226 points	\$51,001	to	\$55,000	223 points	\$55,001	to	\$59,000	220 points	\$59,001	to	\$63,000	217 points	\$63,001	to	\$67,001	214 points	\$67,001	to	\$71,000	211 points	\$71,001	to	\$75,000	208 points	\$75,001	to	Above	205 points	Married Joint Return			Minus \$6,000	Single Parent			Minus \$3,000	Each Dependent			Minus \$1,000		
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NSEA SCHOLARSHIP COMMITTEE GUIDELINES

Revised 10-01-15

Grading Caption	Comments	Points																								
<p>SKILLS 210 to 250 Points</p> <p>Aptitude toward chosen vocation, work experience, and course work selection.</p>																										
<p>GRADES 125 to 150 Points</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">4.0 - 150 pts</td> <td style="width: 50%;">2.8 - 138 pts</td> </tr> <tr> <td>3.9 - 149 pts</td> <td>2.7 - 137 pts</td> </tr> <tr> <td>3.8 - 148 pts</td> <td>2.6 - 136 pts</td> </tr> <tr> <td>3.7 - 147 pts</td> <td>2.5 - 135 pts</td> </tr> <tr> <td>3.6 - 146 pts</td> <td>2.4 - 134 pts</td> </tr> <tr> <td>3.5 - 145 pts</td> <td>2.3 - 133 pts</td> </tr> <tr> <td>3.4 - 144 pts</td> <td>2.2 - 132 pts</td> </tr> <tr> <td>3.3 - 143 pts</td> <td>2.1 - 131 pts</td> </tr> <tr> <td>3.2 - 142 pts</td> <td>2.0 - 130 pts</td> </tr> <tr> <td>3.1 - 141 pts</td> <td>1.9 - 129 pts</td> </tr> <tr> <td>3.0 - 140 pts</td> <td>1.8 - 128 pts</td> </tr> <tr> <td>2.9 - 139 pts</td> <td>1.5 - 125 pts</td> </tr> </table>	4.0 - 150 pts	2.8 - 138 pts	3.9 - 149 pts	2.7 - 137 pts	3.8 - 148 pts	2.6 - 136 pts	3.7 - 147 pts	2.5 - 135 pts	3.6 - 146 pts	2.4 - 134 pts	3.5 - 145 pts	2.3 - 133 pts	3.4 - 144 pts	2.2 - 132 pts	3.3 - 143 pts	2.1 - 131 pts	3.2 - 142 pts	2.0 - 130 pts	3.1 - 141 pts	1.9 - 129 pts	3.0 - 140 pts	1.8 - 128 pts	2.9 - 139 pts	1.5 - 125 pts		
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3.0 - 140 pts	1.8 - 128 pts																									
2.9 - 139 pts	1.5 - 125 pts																									
<p>APPLICATION 35 to 50 Points</p> <p>Neatness, completeness, accuracy and compliance.</p>																										
<p>Maximum Score: 1,000 points</p> <p>Minimum Score: 825 points</p>	<p>Total Score</p>																									

Judges Name _____

Comments:

Form Letter State Winner Lodge ER – Exhibit R



NSEA Secretary
Address
City, ST Zip
Tel: (xxx) xxx-xxxx
Email: xxxxxxxx@xxx.xxx

NSEA President
Address
City, ST Zip
Tel: (xxx) xxx-xxxx
Email: xxxxxxxx@xxx.xxx

(Date)

(Name), Exalted Ruler

(Lodge)
(Address)

Dear:

Congratulations to you and _____ Elks Lodge in having the First (1st) place recipient in the 20__ - 20__ Nevada State Elks Association Vocational Grant Program.

I know how proud you are, and what a great feeling it is to have student from your Lodge Jurisdiction as winner of the Nevada State Elks Association Vocation Grant program. Please make every effort to be sure (Student's First Name Only) will be at your youth recognition dinner in May.

If you have any questions, please contact me at any time.

Looking forward to seeing you in _____.

Sincerely and Fraternaly,

State Chair Name, Chair

Scholarship Program

NSEA Budget Request Form – Exhibit S

Nevada State Elks Association
Budget Request Form

_____ Committee
_____ State Chair

Specific Program Goals for Fiscal Year _____ : Date: _____

- 1. _____
- 2. _____
- 3. _____

Will your Committee generate any funds? Yes _____ No _____ How Much? \$ _____

How will these funds be raised? _____

State Association Funds required accomplishing the goals:

Committee Operations: (Postage, Phone, Copies, etc.) \$ _____

Awards: (Plaques, pins, etc. – Please specify.)

1. _____ \$ _____

2. _____ \$ _____

Grants – Please specify District or State \$ _____

Other requests – Please specify:

_____ \$ _____

_____ \$ _____

Do you plan for any Capital Expenditures? Yes _____ No _____

Specify: _____ \$ _____

TOTAL REQUESTED \$ _____

Signature of State Chair

Endorsement by Liaison Officer

Approval by President-Elect

Approval by Board of Trustees

(ATTACH ADDITIONAL INFORMATION AS NEEDED TO SUPPORT REQUESTS)