



# **Oregon State Elks Association Vocational Grant Application Form 2019-2020 Academic Year**

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## VOCATIONAL GRANT PROGRAM INFORMATION

**WHO MAY APPLY:** Any prospective male or female residing within the jurisdiction of the Benevolent and Protective Order of Elks of U.S.A. who plans to pursue an eligible vocational/technical program beyond high school may file an application. All applicants must be citizens of the United States of America on the date the application is filed. A high school Diploma or equivalent GED is not required. This application must be filed with the Oregon State Elks Association State Office on or before March first (3/1).

The definition of an eligible program will be comparable to that contained in the federal vocational legislation. It is defined as a two year or less vocational/technical program, culminating in an associate degree, diploma, or certificate, but less than a baccalaureate program (Bachelor's degree). A student must plan to carry the minimum of 12 credit hours each quarter or its semester equivalent. Although this program is not intended to be used for part-time study or night school single parents, those with dependent children and have extenuating circumstances that prevent them from meeting the twelve credit minimum requirements may be eligible. Individuals in this category must petition the Oregon State Elks Scholarship Chairman at the address found on the front of this application form. If permission is granted and the completed application is received by the deadline date, then the vocational grant committee will evaluate the application under the category of "special circumstances."

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

This Vocational Grant is a one-year award of \$1,500. Students may reapply if their program requires an additional year of education. Unexpected monies are 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 Oregon State Elks Association scholarship/grant in an academic year.

All scholarships are in the form of a Certificate of Award issued by the office of the Oregon State Elks Association, conditioned upon the satisfactory enrollment of the student in a vocational/technical course of a two-year US American College or vocational/technical school. Upon receipt of a "Verification of Enrollment" completed by the proper school official, an Oregon State Elks Association check in the amount of \$1,500 will be forwarded to the school to establish a credit for the student.

The grant may be used for tuition, fees, books and school supplies. It may be used only for the usual and required cost of applicant's planned course of study. It may not be used for general living expenses such as apartment rent, mortgage payments and insurance payments, automobile expenses for use or maintenance of a car. It may not be used for child care costs.

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

After completing this application, save a copy for your records. Return this completed application to the Oregon State Elks Association State Office at [osea2@outlook.com](mailto:osea2@outlook.com) by **March 1 at 11:59 pm.**

## **Vocational Grant Applications open November 1<sup>st</sup> and close March 1<sup>st</sup>.**

Applications which are not endorsed by the OSEA State Scholarship Chairman will not advance. All successful applicants will be notified by July 1 if they are the recipient of a grant.

All applications become the property of the Oregon State Elks Association.

Incomplete applications will not be judged. It is imperative that all information be accurate and detailed so that the judges can understand and properly evaluate the application.

### **GENERAL INSTRUCTIONS**

1. **Application:** Download and save to your computer before starting. Complete all applicable sections of the application. Typewritten applications and statements are preferred over hand-written submissions.
2. **Exhibits** should be saved as: first initial, last name.exhibit name. (Example Sue Smith: ssmith.app, ssmith.goals, etc. See name in parenthesis after exhibits below) This will insure that your attachments stay with your application.

The application and supporting

3. **Exhibits:** Should be neat and concise.
4. **Order of Exhibits:**
  - a. Completed application (.app)
  - b. A statement by the applicant of goals and educational objectives (.goals)
  - c. Any letter of recommendation (.recommendation)
  - d. Signed transcript (.transcript)
  - e. Awards and Community Service (.awards)
  - f. Any other information that the applicant feels will be helpful in judging his/her application (.extra)

### **The following material must be provided in your application:**

1. Official Elks Vocational Grant Application (make a copy for yourself) (.app)
2. A statement by the applicant of not more than two pages double spaced outlining your goals and educational objective (.goals)

#### **If applicable:**

3. Full transcript including fall semester (.transcript)
4. Copies of ACT and/or SAT or other entrance exam scores if you have taken them (.scores)
5. List and a brief explanation of any awards you have received and your community service 9<sup>th</sup> thru 12<sup>th</sup> grade (.awards)

**MOTIVATION/RESPONSIBILITY:** General worthiness, demonstrated achievement, industry and goal setting/planning.

**NEED:** Demonstrated financial need, resourcefulness, thrift, and school cost analysis.

**SKILLS/ABILITIES:** Aptitude towards chosen vocation, work experience, and course work selection.

**GRADES:** High School and/or Vocational School records and test scores if applicable.

**BROCHURE:** Completeness, neatness, organization, accuracy and compliance.

**IMPORTANT:** Applications with attachments received by the **Oregon State Elks Association State Office timestamped after March 1 at 11:59 pm deadline cannot be accepted.**

# VOCATIONAL GRANT APPLICATION FORM

Important: Before preparing this application, it is recommended that the procedures outlined on the last page be carefully studied and then accurately executed. Incomplete applications will not be processed.

This award is limited to a two-year terminal associate degree program.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

US-American Citizen (Y/N) \_\_\_\_\_ If you are not an American citizen, give your place of naturalization:

\_\_\_\_\_ Date: \_\_\_\_\_

High School Attended/Attending: \_\_\_\_\_ Cum/GPA: \_\_\_\_\_

Address: \_\_\_\_\_ Year graduated/graduating: \_\_\_\_\_

I will not \_\_\_ did not \_\_\_ graduate from high school: I will \_\_\_ will not \_\_\_ receive my G.E.D.

Issuing school: \_\_\_\_\_

I certify that the information in this application is true. Date: \_\_\_\_\_ Applicant's initials: \_\_\_\_\_

This is an assistance grant and is not intended to cover full cost of your education. It is the responsibility of the applicant to also seek assistance from other sources, including making applications for Federal financial aid, and to demonstrate that the amount to covered by this grant can be obtained through personal or parental contribution or through other sources of assistance.

This application is to be submitted electronically to the office of the Oregon State Elks Association. It will then be sent on to the State Scholarship Committee for further review.

## **ALL INFORMATION IS STRICTLY CONFIDENTIAL AND ONLY AVAILABLE TO INDIVIDUALS ASSOCIATED WITH THE VOCATIONAL GRANT PROGRAM**

Junior/Community College/Vocational School selected: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

At completion, I will receive: Diploma/Certificate \_\_\_\_\_ Associate Degree: \_\_\_\_\_

Length of 1st year program: Months \_\_\_\_\_ Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Length of 2nd year program: Months \_\_\_\_\_ Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Significant Employment record: (Company/Specific duties/Employment dates)

Significant Activities and Positions of Responsibility: (School)

Significant Activities and Positions of Responsibility: (Non-School)

<u>YEARLY BUDGET:</u>	<u>1<sup>st</sup> Year</u>	<u>2<sup>nd</sup> Year</u>
Tuition and related fees:	_____	_____
Books and Supplies:	_____	_____
Room & Board: On ___ Off ___ Campus	_____	_____
Transportation:	_____	_____
Other: Please list _____	_____	_____
TOTAL OF ABOVE	_____	_____
LESS ANTICIPATED INCOME:		
Parent's contribution:	_____	_____
Student's contribution: (Savings/Gifts/Work)	_____	_____
Known or Anticipated Scholarship monies:	_____	_____
Known or Anticipated Grant/Loans monies:	_____	_____
Known or Anticipated Work Study monies:	_____	_____
Part-time College Employment income:	_____	_____
TOTAL OF ABOVE	_____	_____

AMOUNT NEEDED TO BALANCE YOUR YEARLY BUDGET:

Date the Free Application for Federal Student Aid form was mailed to the processor: \_\_\_\_\_

FAFSA reports received: Y \_\_\_ N \_\_\_ Did your FAFSA reports indicate that you were eligible to receive Federal Pell Grant monies? Y \_\_\_ N \_\_\_ List the name types (Pell, work study, loans, etc) and amounts of your assistance listed in the awards package received from the principal school you plan to attend:

Total institutional award package: \_\_\_\_\_

Indicate other scholarships/amounts for which you have made application: Mark Y if award received.

In order to properly evaluate this application, the information on this page is essential. Select the area which best fits your circumstances. A dependent applicant is one who on their own derives the basic and major part of their support from themselves and/or spouse. Incomplete information in this area will disqualify an applicant.

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

Father's name: \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Mother's name: \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_

Father's annual/projected income before taxes: \$ \_\_\_\_\_  
Mother's annual/projected income before taxes: \$ \_\_\_\_\_  
Parent's other taxable/non-taxable income not included above: \$ \_\_\_\_\_  
(Include pensions/social security/investments/savings/etc.)  
Applicant's annual/projected income before taxes: \$ \_\_\_\_\_  
Applicant's other taxable/non-taxable income not included above: \$ \_\_\_\_\_  
GROSS INCOME (Total of above) \$ \_\_\_\_\_

Number of dependents (Excluding mother and father) \_\_\_\_\_  
Number of dependents attending college/vocational school next year: \_\_\_\_\_  
Medical/dental expenses projected to not be covered by insurance: \$ \_\_\_\_\_

Explain any unusual circumstances that are known/anticipated to increase or decrease your financial picture

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

Applicant's marital status: Single: \_\_\_\_\_ Married: \_\_\_\_\_ Divorced: \_\_\_\_\_ Other: \_\_\_\_\_  
Spouse's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_

Applicant's annual/projected income before taxes: \$ \_\_\_\_\_  
Spouse's annual/projected income before taxes: \$ \_\_\_\_\_  
Other taxable/non-taxable income not included above: \$ \_\_\_\_\_  
GROSS INCOME (Total of above) \$ \_\_\_\_\_

Number of dependents (Excluding self and spouse) \_\_\_\_\_  
Number of dependents attending college/vocational school next year: \_\_\_\_\_  
Medical/dental expenses projected to not be covered by insurance: \$ \_\_\_\_\_

Explain any unusual circumstances that are known/anticipated to increase or decrease your financial picture