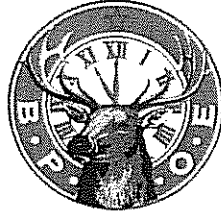


A FRATERNAL



ORGANIZATION

**BENEVOLENT AND PROTECTIVE ORDER OF ELKS**  
**DES MOINES LODGE NUMBER 98**  
REGULAR MEETING NIGHTS, SECOND AND FOURTH MONDAYS  
5420 N.E. 12th AVENUE  
DES MOINES, IOWA 50327-8416  
PHONE: 515-265-6681

January 6, 2012

Southeast Polk High School  
Attn: Seniors Counselor  
7945 NE University Avenue  
Pleasant Hill, Iowa 50327

Re: Elks Vocational Grants Information

Dear Counselor:

Enclosed is a copy of the Elks Vocational Grant Applications for students who plan to attend a vocational school or training/education program of 2-years or less. Example would be nursing, automotive tech, culinary arts, etc. It is meant for students going to a Community College rather than pursuing a 4-year degree.

Last year every student who applied and was qualified, received a \$500.00 grant.

Applications must be returned to the Pleasant Hill Elks Lodge by March 16th, 2012 to qualify.

If you have any questions, please give me a call – Cell #515-971-7881.

Sincerely,

A handwritten signature in cursive script that reads "Ken Jones". The signature is written in black ink and is positioned above the printed name and title.

Ken Jones  
Scholarship Chairman

## **Iowa Elks Association Vocational Grant**

The Iowa Elks Association is pleased to offer \$500.00 Vocational Grants to individuals pursuing a vocational (2-year or less) training/education program. This competition is open to current high school seniors **or** any nontraditional student pursuing such a program at an accredited school. A minimum of twenty (20) \$500.00 scholarships will be awarded in May, 2012. **These grants are NOT intended for students pursuing a 4-year course of study that will lead to a bachelor's degree.**

**WHO MAY APPLY:** Any prospective student (male or female), resident within the jurisdiction of a B.P.O. Elks Lodge belonging to the Iowa State Elks Association, who plans to pursue an eligible education program above and supplemental to high school or preparatory school level, may file an application. All applicants must be citizens of the United States of America on the date the application is filed. This application must be filed with the Lodge Scholarship Chairman, Exalted Ruler, or Secretary of the B.P.O. Elks Lodge having jurisdiction in the area in which the student has legal residence, on or before March 16, 2012. Only one application may be filed and must be filed with the Lodge of Jurisdiction. No applicant may receive more than one (1) Iowa State Elks Association Grant in any one year.

**A STUDENT MUST ENROLL IN A FULL TIME PROGRAM** in an accredited institution of furthering education. This grant is to be used only during the 2012-2013 Academic year. A student may apply for a second year grant. No student may be awarded more than two (2) grants.

**ALL GRANTS ARE IN THE FORM OF CERTIFICATES OF AWARD** issued by the Iowa State Elks Association, conditioned upon the enrollment of the student in an acceptable institution. Upon receipt of the "Student Enrollment Verification Form" completed by the proper school officials and affixed with the school's seal and student identification number, an Iowa State Elks Association check in the amount of \$500.00 will be forwarded to the school to establish a credit for the student for the 2012-2013 Academic Year.

**THIS 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 costs of the applicant's planned course study. This Grant **MAY NOT BE USED FOR** child-care costs, part-time study or correspondence courses. It may not be used for general living expenses, rent, mortgage payments, automobile expenses for use or maintenance of a car.

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

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

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

**APPLICANTS WILL BE NOTIFIED BY MAY 1st, 2012** as to whether or not they are to receive one of our Grants.

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

(Over)

Revised 12/02/2011

## **GENERAL INSTRUCTIONS PREPARATION AND REQUIREMENTS**

1. Application: Applicant must use the Official Iowa State Elks Association Form. Form must be completed, dated and signed by the applicant and the Local Elks Lodge Official(s). The application must be returned to the sponsoring Lodge **BEFORE MARCH 16<sup>th</sup>, 2012. THERE WILL BE NO EXCEPTIONS.**
2. Typewritten applications and statements are preferred (although not required) over handwritten submissions and must be signed in all instances. Handwritten submissions must be legible to be considered.
3. The cover page and instruction pages may be omitted. All other pages of the application are to be completed and returned.
4. Applications and all supporting documents must be in English or English translations.
5. Letters must be originals, single sided, 8½ x 11 inches and signed by the author. Other documents may be photocopies.
6. Exhibits: Should be neat, concise and in chronological order. Letters of endorsement, etc. should be removed from envelope and bound flat allowing sufficient margin on left border for readability.
7. **Order of Exhibits:**
  - A. Application - completed
  - B. Applicant Statement - not more than 200 words setting forth his/her vocational or professional goal and relating how past, present and future activities make the accomplishment of this goal probable. The applicant by deed and circumstance must demonstrate his/her worthiness. This letter must be signed and dated.
  - C. Official High School Transcript of student's grades from the beginning of ninth (9th) grade to the date of application. May be a photocopy that bears the original signature of the proper school authority. Also acceptable is proof of successful completion of the General Education Development (GED) exam.
  - D. Additional documentation may be included if the applicant believes it will help clarify information in the application. **TOTAL LENGTH OF APPLICATION SHOULD NOT EXCEED TWELVE (12) PAGES**
  - E. Applications must be properly bound on the left side with hinges or staples in a standard binder or cover. Elaborate bindings are discouraged. Clear plastic or bulky covers are undesirable.

***Return completed application to your nearest Elks Lodge by March 16, 2012.***

# Iowa Elks Association Vocational Grant

## Personal Information

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

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

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

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

Place of Birth \_\_\_\_\_ Birthdate (M/D/YYYY): \_\_\_\_\_

U.S. Citizen  Yes  No

(Applicant must be a U.S. citizen on date application is signed)

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

Date (M/D/YYYY): \_\_\_\_\_ Place: \_\_\_\_\_ # \_\_\_\_\_

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

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

### Lodge Endorsement

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

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

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

This \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**DEADLINE DATE FOR ALL APPLICANTS IS MARCH 16<sup>th</sup>, 2012**

**LOCAL LODGE SCHOLARSHIP CHAIRMEN MUST SEND THEIR SELECT (TOP 3)  
APPLICATIONS TO THE IOWA STATE DISTRICT CHAIRMAN BY MARCH 30<sup>th</sup>, 2012.**

**THERE WILL BE NO EXCEPTIONS, EXCLUSIONS OR EXEMPTIONS**

TO THE ABOVE DATES.

VOCATIONAL GRANT APPLICATION – PAGE 2

**Family Information:**

Father's Name (if applicant age 25 or less): \_\_\_\_\_

Father's Occupation (if applicant age 25 or less): \_\_\_\_\_

Mother's Name (if applicant age 25 or less): \_\_\_\_\_

Mother's Occupation (if applicant age 25 or less): \_\_\_\_\_

Brothers & Sisters and/or Children of Applicant living at home:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home?  Yes  No In College?  Yes  No

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home?  Yes  No In College?  Yes  No

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home?  Yes  No In College?  Yes  No

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

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

Have you been accepted?  Yes  No

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

How Long Does It Normally Take To Complete This Course of Study? \_\_\_\_\_

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

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

**Financial Need:**

Please give a brief description of your financial status, identifying extenuating circumstances that could help the scholarship committee get a better understanding of your unique financial need. (Additional page may be added if required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VOCATIONAL GRANT APPLICATION – PAGE 3

**Letter of Application**

The applicant must include a letter of 200 words or less explaining his or her reasons for wishing to pursue this educational goal. Included in this letter should be any related experience the applicant has obtained, contacts that the applicant has had with others actively engaged in this type of an activity and efforts that the applicant has made to become familiar with the requirements to enter this occupation and its potential for employment.

**References**

*Please list three references from teachers, administrators, current or former employers, or others. The scholarship committee may contact these individuals to better determine the applicant's character, study habits, work habits and any other information that may help the scholarship committee select successful applicants.*

**Reference**

**Relationship to Applicant**

**Reference Telephone Number**

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No Student may receive more than two (2) Iowa State Elks Continuing Education Vocational Grants.

Has Applicant received a prior Grant?  No  Yes Year: \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_

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

***Return completed application to your nearest Elks Lodge by March 16, 2012.***