

-----**GENERAL INSTRUCTIONS**-----

**VOCATIONAL GRANT AWARD**

The grant may be used for tuition, fees, books and supplies at a Community College or Technical School. It may be used only for usual and required costs of applicant's planned course of study and must be paid directly to the school they will be attending.

**WHO MAY APPLY:**

Any graduating Senior High School student and/or General Education student, who is a U.S. Citizen is eligible, receiving a diploma or certificate during the current program year and planning to pursue an eligible Vocational/Technical Course, above and supplemental to High School or Preparatory School, may apply.

**DEFINITIONS:**

Profession versus Vocation:

While the terms profession and vocation are often used interchangeably, the following is provided as a general guide when reviewing applications;

A **profession** is one that is typically earned through a four year or longer course of study at the university level. Examples are: accounting, law, teaching, architecture, nursing\*, pharmacy, medicine, finance, the clergy and engineering.

A **vocation** is generally thought of as requiring a certain amount of physical skill along with technical knowledge. Examples are: pipefitting, sheet metal, machinist, electrician, electronics, HVAC/heating and cooling specialist, auto and diesel mechanic, body and fender specialist, insulator, bricklayer, carpenter, cement mason, insulator, barber, hair stylist, etc. The technical knowledge is normally attained through a trade school or community college. Some trade schools offer a program that exceeds the normal two year degree from a community college.

\*nursing at the LPN level, licensed practical nurse, can be accepted as vocational, but the RN, Registered Nurse, should be considered a profession.

This list is not all inclusive, but is provided as general guidance when determining whether a person should be applying for a Most Valuable Student scholarship or a Vocational Grant.

**INSTRUCTIONS:**

- Applications and all supporting documents must be in English.
- Incomplete applications will be disqualified and returned
- Applications must be the original or photocopy of the Washington State Elks Association application, which has been signed and dated by the applicant and Lodge Official.
- Applications are due to the Lodge closest to the applicant's residence by March 1. **Any applications received after March 1 will be disqualified.**
- **Letters of recommendation must be originals, on one side of a single sheet of 8 ½ x 11-inch paper, signed and dated by the author and include the author's work phone number and address.**
- Application and supporting documents must be enclosed in a **soft** three-hole paper folder. Elaborate folders should not be used. Clear plastic and bulky, hard, heavy binders are inadmissible.
- Application and supporting documents must be arranged in the order detailed below.

### Order of Application and Items to be Included:

- A. Application (count as 3 pages)
- B. Statement by the applicant of not more than 250 words, summarizing his/her activities, accomplishments, needs and objectives which the applicant thinks qualifies him/her for a grant. The applicant must state his career goal.
- C. A statement from parent/guardian (of dependant applicants only) of 250 words or less summarizing the family's obligations and resources. (State number of children in family, number at home and in college and if there are extenuating financial or medical circumstances in the family.)
- D. Letters of recommendation from educators in authority from schools attended by the applicant should cover applicant's ability, school work habits, leadership, personality and integrity. (**Limit 2**)
- E. Letters of recommendation from responsible community members not related to the applicant (excluding educators) detailing the applicant's character and general worthiness, character, industry and disposition. (**Limit 2**)
- F. Official, complete High School Transcript of applicant's grades. Transcripts may be photocopies that bear the original signature and date of the proper school authority, and should be secured in sealed envelope and enclosed with the application.
- G. Armed Forces, Vocational Aptitude, GED test scores and grade or work records may be included.
- H. Any copies of exhibits of achievement in scholarship, leadership, athletics community service or other activities. Exhibits should be in chronological order starting with the most current.
- I. Do not include photo portraits of applicant.
- J. **The folder should contain no more than 20 pages.**

### JUDGING IS BASED ON THE FOLLOWING:

1. MOTIVATION- General worthiness, desire
2. NEED- Financial need, resourcefulness
3. SKILLS- Showing aptitude for chosen vocation
4. ORGANIZATION OF APPLICATION- Neatness, completeness and following directions

### Grant Recipient Information:

- Vocational Grant expires 17 months from the date of the award.
- Payment will be made directly to the school after proof of registration.
- Grant is subject to cancellation or withdrawal if student's conduct is contrary to the principles of law and morality supported by the Elks.
- The recipient must be willing to have his/her name used in articles related to this Grant Award.
- The first place recipient must be willing and able to attend and speak at the local lodge recognition celebration.

**ALL APPLICATIONS BECOME THE PROPERTY OF THE WASHINGTON STATE ELKS ASSOCIATION AND WILL NOT BE RETURNED. Non-Winning applications will be shredded to protect confidentiality.** Applicants should make a copy for their own records.

### Application Tips:

**Start the application process early.** Visit [www.waelks.net](http://www.waelks.net) to find the Elks lodge nearest to where you live. Contact the lodge for application drop off times.

**Read the Instructions.** We include them for your benefit; knowing exactly what you need to do will make the application process go faster and easier.

**Don't forget to make the copy.**

**Make life easier for the judges.** When you're finished, **don't** put any staples or paperclips on your application. Simply place it, as instructed in a folder.



## VOCATIONAL GRANT AWARD APPLICATION

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ PO Box \_\_\_\_\_

City \_\_\_\_\_<sup>Street</sup> State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth(city, state, country) \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Citizenship—United States Yes \_\_\_ No \_\_\_ If not born a United States citizen, give date and place of Naturalization:

Date \_\_\_\_\_ Place \_\_\_\_\_  
(City and State)

Name of High School Attending: \_\_\_\_\_

School Address \_\_\_\_\_  
(City and State)

Year Graduating \_\_\_\_\_ Grade Point Average (GPA) \_\_\_\_\_  
OR

If working toward GED, list issuing school or other organization \_\_\_\_\_

Address \_\_\_\_\_  
(City and State)

AND/OR

Name Vocational/Technical Schools/Community Colleges or Other Schools, Attended or Now Attending:

School name \_\_\_\_\_

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

School name \_\_\_\_\_

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

College or Vocational School Planning to Attend:

School name \_\_\_\_\_

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

Date course will begin \_\_\_\_\_ 20\_\_\_\_ Course will end \_\_\_\_\_ 20\_\_\_\_

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

At completion, I will receive: Associate degree ( ) Diploma ( ) Certificate ( )

Employment record: (List employer, address, date of employment, person to contact about employment, phone, position beginning with most recent):

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

Activities you are involved in (School or Civic) \_\_\_\_\_

-----TO BE COMPLETED BY ALL APPLICANTS-----

Budget for full Academic Year of \_\_\_\_\_ Number of months \_\_\_\_\_  
Tuition and fees (per quarter or semester, not monthly) \$ \_\_\_\_\_ (A)  
Books and supplies \$ \_\_\_\_\_ (B)  
Travel to and from school \$ \_\_\_\_\_ (C)  
  
Total of (A+B+C)= TOTAL EXPENSE \$ \_\_\_\_\_

Less Anticipated income:  
Family's Contributions \$ \_\_\_\_\_ (D)  
Student's Contributions \$ \_\_\_\_\_ (E)  
Summer earnings \$ \_\_\_\_\_ (F)  
College Work/Study Employment \$ \_\_\_\_\_ (G)  
Other Scholarships/Grants/Loans \$ \_\_\_\_\_ (H)  
  
TOTAL (D+E+F+G+H)= TOTAL INCOME \$ \_\_\_\_\_

Amount needed to balance school budget for year  
(TOTAL EXPENSE MINUS TOTAL INCOME): \$ \_\_\_\_\_

**PARENTS' FINANCIAL INFORMATION:** a Major consideration in awarding scholarships is the student's financial need, as compared with the financial needs of other applicants.

Father/ Guardian's Name: \_\_\_\_\_

Father's Employer \_\_\_\_\_ Job Title \_\_\_\_\_ Annual Gross Salary: \$ \_\_\_\_\_

Mother/ Guardian's Name: \_\_\_\_\_

Mother's Employer \_\_\_\_\_ Job Title \_\_\_\_\_ Annual Gross Salary: \$ \_\_\_\_\_

Adjusted Gross Income from previous year as reported on Federal Income Tax Form 1040 \$ \_\_\_\_\_

Number of persons living in home dependent upon this income, including yourself:  
\_\_\_\_\_ adults \_\_\_\_\_ children

Names and ages of dependent children \_\_\_\_\_  
\_\_\_\_\_

Number of dependents attending college currently \_\_\_\_\_ Expected graduation date \_\_\_\_\_

Name of family member(s) and College(s) (excluding the applicant) \_\_\_\_\_  
\_\_\_\_\_

Medical/ Dental expenses not paid by insurance in current year \$ \_\_\_\_\_

**AN INDEPENDENT APPLICATION**

MARITAL STATUS: Single ( ) Married ( ) Living with significant other ( )

Spouse/Partner's name \_\_\_\_\_ Age \_\_\_\_\_ Occupation \_\_\_\_\_

Applicant's annual gross income before taxes: \$ \_\_\_\_\_ (A)

Spouse/partner's annual gross income before taxes: \$ \_\_\_\_\_ (B)

All other taxable or non-taxable income (yearly):

Welfare	\$ _____	(C)
Unemployment	\$ _____	(D)
Child Support	\$ _____	(E)
Alimony	\$ _____	(F)
Pension	\$ _____	(G)
Social Security/Disability	\$ _____	(H)
Interest	\$ _____	(I)
Other	\$ _____	(J)

Gross Income Total of (A+B+D+E+F+G+H+I+J) \$ \_\_\_\_\_

\$ \_\_\_\_\_

I certify that all information in this application is true.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR LODGE USE ONLY BELOW:** \_\_\_\_\_

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

Date \_\_\_\_\_ 20\_\_\_\_ Lodge Name \_\_\_\_\_ # \_\_\_\_\_

Signed \_\_\_\_\_  
Lodge Vocational Chairman/Exalted Ruler/Secretary