

Wyoming Elks Association Scholarship Application Guide

APPLICATION AND SUBMISSION

1. Download Applications at: <http://wyoelks.org/major-elks-projects.html>
2. APPLICATION DEADLINE IS MARCH 1, 2016
3. Your application must be submitted to a local Wyoming Elks Lodge. Applications mailed directly to the Wyoming Elks Association, its officers, or the state scholarship committee will be disqualified and not judged. A list of lodges and contact information can be found here:
 - a. <http://wyoelks.org/wyoming-elks-lodges.html>

THE APPLICATION

1. Fill out the application in its entirety! Missing information will reduce your chances of winning an award! The more we know, the better we can evaluate your achievements and needs!
2. TOOT your own horn! Make sure to tell us about all of your honors, even if they seem trivial to you! Student of the week?! AWESOME! Most improved basket weaver?! We want to know!
3. Have up to 5 of your favorite teachers, youth group leaders, bosses, mentors, etc. write you letters of reference! Have them tell us how awesome you are!
4. If you need more space than is provided in the various sections, make sure to include additional TYPED pages that have a clear HEADLINE.
5. Make sure that whoever fills out the Financial Affidavit signs the bottom of page 6 and that the applicant signs the bottom of page 7.
6. Transcripts and Counselor Reports **MUST** be in sealed envelopes. All other pages should be in the clasps.

THE APPLICATION PACKET

1. Submit your application in a “mead” style folder similar to this one with clasps and pockets.
2. Print on plain white copy paper, in black ink. And if possible print duplicate style! If printing duplicate style, do not print the instructions and only print pages 4-12!
3. Do not submit ORIGINAL copies of your awards or certificates, newspaper articles, etc. Your application WILL NOT be returned to you!
4. Resize and put multiple certificates, newspaper articles, etc on the same page!
5. **DO NOT** insert your application pages into plastic sleeves.
6. **Remove Staples.** Staples make it hard to read applications!
7. Do not include the instruction pages or scoring sheet in your application folder. We know the rules! Keep them for your reference!
8. Make a copy of your application packet in case yours is lost or accidentally destroyed. Lodges pass apps along to the state level through certified mail but sometimes powers beyond our control affect delivery. Having a copy will allow you to submit another!
9. Winning applications and alternates will be held for 6-months after award of scholarships. All other applications will be shredded to ensure your privacy.