

Wyoming Elks Association

Vocational Grant

Scholarship Award Offer

Official Application Guidelines



Must be used towards 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.)

At least four (4) \$1,000.00 awards available

Application deadline is March 1 of GRADUATION YEAR

APPLICATION CHECKLIST

- Completed Application (original, **typed or neatly printed**, no pencil) three hole punched & placed in a folder.
- Parental Financial Information
- Official Transcript of Grades (including 7th semester classes; 7th semester grades are not required)
- Counselor Report (in sealed envelope)
- SAT / ACT scores (taken before December)
- Letters of recognition
- Copies of exhibits (double-sided acceptable)

Deliver completed application package to your local Elks Lodge on or before **March 1st**.

Wyoming Elks Association

Vocational Grant Scholarship

Application Guidelines

Application must be made on official Wyoming Elks Association, Vocational Grant Scholarship application forms or photocopies of said form. Downloadable application forms may be obtained by requesting them via Email at ScholarshipWyoElks@gmail.com. Typewritten applications are preferred however neatly printed applications are acceptable.

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 property of the Wyoming State Elks Association and will not be returned to you.

******* All information contained herein the application will be kept confidential and only be viewed by Selection Committee. *******

This application must be filed with the Elks Lodge in closest proximity of your U.S. permanent address on or before **March 1st of GRADUATION YEAR**. To find your local Lodge visit www.elks.org/lodges. **DO NOT SEND APPLICATION TO WYOMING ELKS ASSOCIATION** – it will be automatically disqualified.

Eligibility: Applicant must be a Wyoming high school senior. Recipient must enroll in two year or less vocational / technical program, culminating in an associate degree, diploma or certificate, but less than a baccalaureate program (Bachelor's Degree.) Do not apply if you are planning to pursue an Associate Degree course which is a stepping stone to a 4-year Bachelor's profession. Persons enrolling in a 4 year course leading to a Bachelor's Degree are not eligible to apply. 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.

Completed Application: Your application must be submitted inside a "Mead" or similar folder with inside pockets and clasps. Note: Everything except items in sealed envelopes should be three-hole punched and placed in clasps of folder. Do not place pages in plastic sleeves and remove all staples from pages. Standard copy paper is sufficient and should be used instead of cardstock or other fancy paper.

The completed brochure should include the application and up to 20 pages of supplemental materials (parental financial statement, transcript, test scores, counselor report, letters of recommendation, exhibits, etc.)

****** For a sample application packet, contact your high school counselor. ******

Employment: List jobs held during grades 9 through 12. List average hours per week worked during summer months and average hours per week during the school year.

Community Service: List community service performed during grades 9 through 12. List average hours per week worked during summer months and average hours per week worked during the school year.

Honors and Awards: List any honors and awards that you have been recognized with. Include awards such as Eagle Scout, Gold Award, Teen of the Year, Statewide or National Conferences, (examples: Boys / Girl's State, HOBY) National Merit Finalist, AP Scholar, Major Athletic Award, and Major Academic Award. (This list is not conclusive.) **PLEASE ONLY SUBMIT COPIES OF AWARDS.** APPLICATIONS WILL NOT BE RETURNED TO STUDENT.

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Leadership and Extracurricular Activities: List your principle high school leadership roles and extracurricular activities, and the number of years involved. Include athletics, clubs, youth groups, and anything else.

Exhibits: Attach copies of exhibits of achievement in scholarship, leadership, athletics, dramatics community service or other activities. Exhibits may be double-sided.

Parental Financial Analysis & Statement: Parent(s) complete the financial analysis section. In addition parent(s) or guardian may prepare a statement of 200 words or less summarizing the family's obligations and resources. The statement should illustrate your need for financial assistance and the inability to meet these needs. The statement must be signed and dated. Note: The statement may exceed the 200 word limit if necessary to explain extenuating circumstances.

Counselor Report: This report must be completed by your high school guidance counselor or appropriate school official. The report form and school profile (if available) should be secured in a sealed envelope and included in the application brochure.

Transcripts & SAT / ACT scores: Include official, complete, current high school transcript of student grades. Transcript may be a photocopy that bears the original signature of the proper school authority. The transcript must include 7th semester classes. It does not need to include 7th semester grades. SAT or ACT test scores must be included, but may be photocopies. Use one set of ACT scores only, and/or up to two sets of SAT scores. It is not necessary to send a separate sheet of test scores if they are included on your transcript. However, if the school provides a sealed transcript, it is the applicant's responsibility to ensure the scores are listed on the transcript.

Letters of Recommendation: Include letters of recommendation from high school teachers or responsible community members. The authors should not be related to you. The letters may cover your ability, work habits, leadership, personality, and integrity, participation in the community in terms of work service, leadership skills and outstanding recognition. Letters may be originals or photocopies and must be limited to one side of a single sheet (8.5 by 11) typed, dated and signed by the author. Include up to 5 letters.

Custodial Parent: If your parents are divorced or separated, answer the questions for the parent you lived with most in the past 12 months. If you lived with both parents an equal number of days in the past 12 months, count the parent who provided you with the greatest amount of support, financial as well as material. Material things would include cars, clothing, medical and dental payment, etc. If that parent has remarried, you must include the step-parent's information.

Note: If the family has divorced or separated within the past five years and the custodial parent has not remarried, you must provide financial information of non-custodial parent. If whereabouts are unknown or non-custodial parent is unwilling to comply, please explain in parental statement.

Independent Student: We will not accept an application as an independent student, unless the student is or has been a ward of the Court. We require a copy of a Court Document or a Notarized letter from an appropriate Court Agency (Social Services) certifying such status.

Wyoming Elks Lodges are located in the following cities:

**Casper, Cheyenne, Cody, Gillette, Greybull, Jackson,
Lander, Laramie, Lusk, Powell, Rawlins, Riverton,
Sheridan, Torrington, and Worland**