



## **Reno Elks Lodge 597**

### **Vocational Grant Program**

**Grants range from \$500 to \$1000 for the first year with an option to renew for a second year.**

# **APPLICATION CHECKLIST**

**Application Information**

**Carefully read about our Grant. If you feel qualified, proceed with the application.**

**Essay and Two Endorsements/Recommendations**

**Follow necessary guidelines to express yourself about you. Do not forget the second party recommendations to help us understand your goals.**

**Vocational Grant Program Application**

**If the applicant feels a question does not apply to them DO NOT leave it blank. Note at the bottom of the page why the question doesn't apply.**

**Budget for first School Term**

**Make sure all questions are marked. Note any explanation at the bottom of the page. We will e-mail you if we have any questions. DO NOT forget to sign and date your application.**

## **Who may apply:**

Any prospective or current student (male or female), residing within the jurisdiction Washoe County of the Reno Elks Association, who plan to pursue an eligible vocational/technical course may file an application.

Individuals who are 18 years of age or older & are a US Citizen on the date the application is filed.

Persons enrolling in a 4-year course leading to a Bachelor's degree are not eligible.

## **What programs are eligible?**

Vocational/technical programs two-years or less, culminating in an associate degree, diploma, certificate, or other evidence of completion. The student must attend school full time (a minimum of 12 semester credit hours). This grant may not be used for part-time study, correspondence schools, or courses at or below high school level. A course must be a minimum of sixty (60) days of continuous full time study. The school must be in the United States and have received accreditation within the industry by either the federal Department of Education or the Council of Higher Education Accreditation (CHEA).

## **How does this grant work?**

- Grant amounts are between \$500 & \$1000 per year.
- Grant money may be used for tuition and fees, books and supplies, room and board (if living on campus).
- Each grant is for one year with an option to renew for one more year. This would require a new application and does not guarantee the second grant request will be awarded. The grant is to be used in one year. If the student does not use all of the funds awarded, the remaining funds are to be refunded to the DJT Scholarship account.
- Payments are conditional upon the fulltime enrollment of the student in the vocational/technical course in the school shown on the application. Payments cannot be made directly to the student.
- Upon receipt of "Verification of Enrollment" form completed by the proper school officials, a check will be forwarded to the school to establish a credit for the student, for that school year.

## **Where to File:**

This application must be filed with the Reno Elks Scholarship Committee of the B.P.O. Elks Lodge 597. Only one application may be filed.

## **When to Apply:**

- Please apply as early as possible so that your application is considered prior to your start date. We suggest that you apply at least one month in advance of your need for tuition.
- Reno Elks will review applications received four times per year. January 2nd, April 2nd, July 2nd, & October 2nd. Applicants will be notified of the date that we will fund the grant based on the date of your application

## **General Information:**

- Typewritten applications and statements are preferred over handwritten submissions.
- On budget, round off to nearest dollar.
- Applications and all supporting documents must be in English or English translation.
- Use additional sheets if needed
- After completing this application, make a photo-copy for your own records.
- Do NOT submit your application electronically. It must be submitted on paper.
- Evaluation will include neatness and completeness of application.
- All applications become the property of the Ren Elks Association.

## **General Instructions regarding the Essay & Endorsements**

### **1. Applications:**

Must be complete and have attached an essay by scholarship candidate, and letters of recommendation. Letters of recommendation must be originals and on one side of a single sheet of 8.5x11 inch paper and signed by the author.

### **2. Exhibits:**

Should be neat, concise and in chronological order. Letters/endorsements, etc., should be removed from the envelope and bound flat (leave sufficient margin on the left border for readability).

### **3. Order of Exhibits**

- A. Application Completed
- B. Essay written by applicant of no less than 250 words and no more than 750 words. This essay should summarize his/her activities, accomplishments, needs and objectives, which the applicant thinks qualifies him/her for the grant and outside career goals and course plan. (See judging guidelines below for guidance when writing your essay.)
- C. A brief letter of endorsement/recommendation from a responsible person, not related to the applicant. The letter can be from an educator who has had the opportunity personally to observe the applicant and who can give a worthwhile opinion of the character, industry, disposition and general worthiness of the applicant. Additional letters may be included, if appropriate and desired, but not more than two additional letters.
- D. Letters from educators - not more than two. Letter (s) may cover the applicant's ability, work habits, leadership, personality and integrity.
- E. Grade record or work record for previous two years (Armed Forces, Vocational, Aptitude test scores, may also be included.)
- F. Any other information you feel is pertinent in qualifying you for the grant.

### **JUDGING GUIDELINES WILL BE FOR THE FOLLOWING**

- 1. MOTIVATION – General worthiness and desire**
- 2. NEED – Financial need, resourcefulness**
- 3. SKILLS – Showing of good aptitude toward chosen vocation**
- 4. GRADES \* High School or Vocational School, College, other test scores**
- 5. PROCEDURES – Completeness, neatness, and the following of directions.**

**IMPORTANT:** Be sure your application is in the hands of the Elks Lodge prior to the established deadline date.

**Reno Nevada Elks Association**

**597 Kumle Ln**

**Reno, Nevada 89509**

**VOCATIONAL GRANT PROGRAM APPLICATION**

Date: \_\_\_\_\_ you are to begin your education program.  
Application must be submitted 1 month prior, to beginning your educational program.  
Read the instructions carefully. Incomplete applications will not be approved.

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

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Age: \_\_\_\_\_

Social Security No: \_\_\_\_\_

Are you an American Citizen\*?  Yes  No (Resident Alien status does NOT qualify, applicant MUST be a citizen on the date the application is signed.) \* Evidence of citizenship may be required if approved.

College or Vocational School planning to attend Full Name: \_\_\_\_\_

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

Contact Information or School's Website Address: \_\_\_\_\_

First year - Date course will begin: \_\_\_\_\_ Date course will end: \_\_\_\_\_

Second year - Date course will begin: \_\_\_\_\_ Date course will end: \_\_\_\_\_

Vocational Goal (Give name of course of study):

At completion of this course, I will receive a  Certificate  Diploma \_\_\_\_\_ Name of Degree

Is this a 2-year course?  Yes  No If not, how long is course? \_\_\_\_\_

Do you plan to work in your chosen vocation upon completion?  Yes  No

If not, why? \_\_\_\_\_

Name of High School Attended or the school you are now attending:

Address

Year Graduated

Grade Point Average (GPA)

City & State

Did not & will not graduate from High School  I have received my G.E.D.  Yes  No

**Please attach copy of diploma or GED.**

Have you attended other Vocational/Technical Schools/Colleges or other Schools, beyond high school level?

School Name/City

Dates

Degree/Certificate

Employment record (employer, address, dates of employment, person to contact about employment, position) \_

Other Activities (School or Civic)

What type of work do you plan to do when you have completed your course?

**Budget For First Full School Year. How many months: \_\_\_\_\_**

This grant can be used to cover the items in A, B, & C below. The grant will be paid to your school and cannot be paid to the student. Incomplete or unnecessary information in this section cannot be evaluated.

A. Tuition and Fees (full school year, not monthly) .....\$ \_\_\_\_\_

B. Books and Supplies .....\$ \_\_\_\_\_

C. Room and Board (if living on campus) .....\$ \_\_\_\_\_

D. Total of above - Add lines A, B & C..... \$ \_\_\_\_\_

How are you planning to pay for your schooling?

E. Parent(s) Contribution .....\$ \_\_\_\_\_

F. Student's Contribution .....\$ \_\_\_\_\_

G. Planned work/employment .....\$ \_\_\_\_\_

H. Other Scholarships, Grants or Loans (List name & amounts):

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

I. Total of above - ADD lines E, F, G & H .....\$ \_\_\_\_\_

Amount needed to balance school budget for one year. SUBTRACT line I from line D .....\$ \_\_\_\_\_

This is an assistance grant that is not intended to cover the full cost of your education. It is the responsibility of the student to also seek assistance from other sources and to demonstrate that the amount not covered by this grant can be obtained through personal/parental contribution or other sources of assistance.

**\*\*\*\*\*More Financial information may be required before approval of application. \*\*\*\*\***

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

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_