

EXCELSIOR LODGE NUMBER 1
Independent Order of Odd Fellows
1134 First Avenue
Honolulu, Hawaii 96816-5802

SCHOLARSHIP GRANTS: CRITERIA and GUIDELINES

(Effective March 1, 2009)

1. **Purpose:** To offer scholarship grants to Excelsior Lodge #1 (“The Lodge”) members in good standing, and to spouses, children, grandchildren or legally adopted stepchildren of a member or of a deceased member, who have been accepted to an institution of higher learning. The intended use of these grants is for tuition, books, laboratory and other related fees.

2. **For the purposes of these Lodge scholarship grants, an institution of higher learning is defined as follows:**
 - a. Full-time junior college
 - b. Full-time four-year college or university.
 - c. Graduate-level college or university or other post-secondary level school.
 - d. Full-time vocational or trade school.

3. **Scholarship and Eligibility:**
 - a. **Scholarship Grants:** The Lodge intends to annually award not more than the allotted amount granted to the committee per year by The Lodge Budget committee and/or The Lodge Trustees for new or continuing scholarship grants.
 - i. “New scholarship grants” mean those individuals who have not previously received a scholarship grant from The Lodge.
 - ii. Any applicant, who is not awarded a grant, is eligible to reapply, providing applicant continues to meet the established criteria.
 - iii. First consideration will be given to an applicant who has met the criteria and seeks an undergraduate or vocational/trade education.
 - iv. Applicants, who have previously received a scholarship grant, are addressed in section 3 b., below.

 - b. **Continuing Scholarship Grants:** Those individuals who have been previously granted this stipend, and are continuing their educational path. Applicants must meet the following requirements:
 - i. Each year, the applicant must submit a new Scholarship Grant Application and continue to meet all applicable criteria.

- ii. Applicant must provide transcripts showing passing grades (C or better, or the equivalent) and their full-time status (12 credit hours minimum per semester, 2 semesters or equivalent per year).
 - iii. Vocational and trade school students must provide documentation which demonstrates acceptable completion of and continuation of their educational path. Acceptability of documentation is at the sole discretion of The Lodge Scholarship Committee.
- c. The combined dollar amount of Scholarship Grants to be awarded shall not be more than the allotted amount granted to the committee by The Lodge Budget committee and/or The Lodge Trustees for this year.
 - d. The one thousand (\$1,000.00) dollar scholarship grants are stipend for one (1) year of full-time schooling. Full-time schooling means 12 credit hours minimum per semester, for two (2) semesters or equivalent per year.
 - e. The scholarship grant will be paid to the recipient.
 - f. Scholarship grants are not required to be awarded, should it be deemed that any or all applicants do not meet the requirements of the established criteria.

4. **Applicant must be:**

- a. A member in good standing of The Lodge.
- b. A legal spouse of a member or an unremarried widow or widower of a deceased member of The Lodge.
- c. A legal child, grandchild or legally adopted stepchild of a member or of a deceased member of The Lodge. Legally adopted children or grandchildren are included. "Hanai" or extended "Ohana family" members are not legal dependents and are specifically excluded from eligibility.

5. **Applicant must provide:**

- a. Proof of Acceptance: Attach an acceptance letter from the institution which has accepted the applicant on a full-time basis. School must provide a profile of its curriculum, when available (**Not applicable to continuing college or vocational/trade school applicants, currently enrolled**).
- b. Proof of academic ability:
 - i. Official, complete, current transcript of student grades from the school in which they are presently enrolled, or in the case of graduates, from the school last attended Transcript may be a facsimile that bears the original signature of the proper school authority. Include official school profile (**Not applicable to vocational/trade school applicants**).

- ii. SAT or ACT test scores must be included, but may be photocopies. Use only one set of ACT scores, 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, it is the applicant's responsibility to ensure the scores are listed on the transcript (**Not applicable to continuing college or vocational/trade school applicants**).
- c. Interest in the scholarship grant, and leadership ability in relation to school and community affairs:

All Applicants need to prepare an essay of no more than 300 words stating the role your leadership played in any of your accomplishments, and describe a meaningful project or experience that demonstrates your commitment to your community and/or school. What inspired you to become involved in the project? What motivates you to stay involved?

The essay must be typewritten, dated and signed by the applicant.

- 6. **Three (3) letters of recommendation are required:** (This section applies to all **“new” [first-time] applicants**). Letters may be originals or facsimiles and must be limited to one side of a single, letter-size sheet of paper (8.5 X 11 inches), **typed, dated and with original signature of the author. The authors must not be related to the applicant.** The letters may cover the applicant's ability, work habits, leadership skills and participation in the community, work service, outstanding recognition, personality, and integrity. The authors of the letters should be as follows:
 - a. One of the letters must be from a high school or college teacher, high school or college counselor, or current instructor.
 - b. The other two letters may be from current teachers, counselors or responsible community members, who have a thorough knowledge of the applicant.
- 7. A passport-size photograph (or JPEG file format).
- 8. Completed Scholarship Grant Application and all other required documentation should be typed where specified or printed legibly in permanent black ink. **Incomplete applications will not be considered. All applications and associated documents become the sole property of The Lodge.**
- 9. **Deadline:** A completed Scholarship Grant Application and all related documentation must be received by the Scholarship Committee of The Lodge **no later than June 1st** of the year of application.

10. Sponsoring member needs to be aware that the committee will review the form maintained by The Lodge secretary and the Project Coordinator to note the number of meetings and lodge projects sponsoring member has attended, if any, prior to application deadline for that year.
11. All information is to be discarded by December 31 of the application year by properly destroying all information using the highest security measures such as shredding entire application and attachments.
12. **Scholarship Committee and Process:**
 - a. Scholarship grants are based upon merit.
 - b. The scholarship committee shall consist of five (5) members of The Lodge. One member shall be designated as the Chairman.
 - c. Scholarship Committee duties:
 - i. Receive, review and evaluate all applications for Scholarship Grants.
 - ii. Sponsoring member will obtain the signature of The Lodge Secretary, certifying that the sponsoring Lodge member is a member in good standing, or that the applicant otherwise qualifies under the criteria set forth in paragraph 4, above.
 - iii. Committee will take into consideration the number of meetings and projects sponsoring member has attended prior to the application deadline for that year.
 - iv. Notify applicants, in a timely manner, as to the date, time and place should it be required that the applicants appear before the committee.
 - v. Recommend to The Lodge members, at a regularly scheduled meeting, the names of the applicants the Committee deems qualified to receive Scholarship Grants. After the membership has voted and approved the applicants, the committee chairman will provide the lodge secretary with a list of those names to be filed with our minutes.
 - vi. Notify each applicant, **prior to August 15th** of the year of the application, whether his/her application has been approved or disapproved.

- d. Selection of the recipients is the sole responsibility of The Lodge. Selection is final and binding. All efforts to contest the selection shall be disregarded.
- e. The Lodge Scholarship Committee is not required to recommend the award of any scholarships, should they deem that any or all applicants do not meet the established requirements.
- f. Any false statements, misrepresentations, misinformation and/or misuse of scholarship grant monies may prevent an applicant from any future scholarship grant applications.

THIS DIRECTIVE SUPERSEDES ALL PRIOR EXCELSIOR LODGE #1 SCHOLARSHIP GRANT CRITERIA AND GUIDELINES, COPIES OF WHICH SHOULD BE DESTROYED.