

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

**2011 SCHOLARSHIP CRITERIA AND GUIDELINES**

(Effective April 2011)

1. **Mission:**

The Excelsior Lodge #1 (“The Lodge”) merit based scholarship was established as a member benefit to provide financial assistance for the intended use towards educational expenses which includes but is not limited to tuition, computers, books or any other expenses related in pursuit of a higher education.

2. **Scholarship Eligibility:**

- a. The applicant must meet one of the following conditions:
  - i. A member in good standing of The Lodge.
  - ii. A legal spouse of a member in good standing of The Lodge.
  - iii. A child, grandchild or legally adopted child of a member or deceased member in good standing of The Lodge.
  - iv. Please note “Hanai” or extended “Ohana family” members are not legal dependents and are therefore not eligible.
  
- b. The applicant must be accepted to or currently enrolled in one of the following institutions for higher education:
  - i. College or University
  - ii. Junior or Community College
  - iii. Vocational or Trade School
  
- c. The applicant must maintain an overall grade point average of **2.0** or the equivalent.
  
- d. The applicant must be enrolled as a full-time student as defined by one of the following:
  - i. Twelve (12) credit hours minimum per semester
  - ii. A minimum of two (2) semesters
  - iii. A minimum of three (3) quarters
  - iv. An equivalent term
  
- e. The following scholarship award maximums are as indicated:
  - i. Undergraduate College or University no more than 5 years
  - ii. Junior or Community College no more than 3 years
  - iii. Vocational or Trade School no more than 2 years
  - iv. Graduate School no more than 3 years
  - v. Special consideration will be granted on a case by case basis but will require an additional letter explaining the circumstances.

**2011 SCHOLARSHIP CRITERIA AND GUIDELINES (Continued)**

3. **New Applicant Requirements:**

New scholarships are awarded to applicants who have not previously received a scholarship from The Lodge. In addition to a completed scholarship application the applicant must also provide the following:

a. **Proof of Acceptance:**

- i. An official acceptance letter from the institution for which the applicant has given notification of acceptance.

b. **Proof of Academic Ability:**

i. Recent High School Graduates

- I. Official transcripts received in a sealed envelope that bears the original signature of the proper school authority.
- II. Official SAT or ACT test scores. Only the highest set of test scores should be submitted.

ii. Graduate or Undergraduate Applicants

- I. Official transcripts received in a sealed envelope that bears the original signature of the proper school authority.
- II. Official post graduate (MCAT, LSAT, GMAT, etc.) test scores. Only submit the highest test scores.

iii. Vocational or Trade Schools Applicants

- I. Official documentation which demonstrates acceptable completion of and continuation of their educational path. Please note the acceptance of documentation is at the sole discretion of The Lodge Scholarship Committee.

c. **Written Essay:**

- i. Prepare an essay of no more than 300 words based on the following:

***What role has your accomplishments played in helping you to become the person you are today and how will you be able to give back to the community?***

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

d. **Letters of Recommendation:**

- i. Two (2) letters of recommendation are required. A third letter of recommendation is optional.

ii. Letter Specifications

- I. Authors of the letter can be any of the following but must have thorough knowledge of the applicant and must not be a family relative:
  1. A High School Teacher or Counselor/Advisor
  2. A College or University Professor or Advisor
  3. A Responsible Leader Within the Community
  4. A Current Instructor or Coach
- II. Must be typed, dated and signed by the author.
- III. Limited to one side of a single, letter-size sheet of paper (8.5 X 11 inches).

**2011 SCHOLARSHIP CRITERIA AND GUIDELINES (Continued)**

- IV. Should include the applicant's ability, work habits, leadership skills and participation in the community, work service, outstanding recognition, personality, and integrity.

#### **4. Returning Applicant Requirements:**

Subsequent scholarships are awarded to individuals who have previously received a scholarship from The Lodge and are continuing their educational path. In addition to a completed scholarship application the applicant must provide the following:

a. Proof of Continuing Enrollment:

i. Graduate or Undergraduate Applicants

- I. Applicant must provide evidence of registration or continuing enrollment. Acceptance of documentation is at the sole discretion of The Lodge Scholarship Committee.

ii. For Vocational or Trade School Applicants

- I. Applicant must provide documentation which demonstrates the continuation of their educational path. Acceptance of documentation is at the sole discretion of The Lodge Scholarship Committee.

b. Proof of Academic Ability:

i. Graduate or Undergraduate Applicants

- I. Official transcripts received in a sealed envelope that bears the original signature of the proper school authority.

ii. Vocational or Trade School Applicants

- Official documentation which demonstrates acceptable completion of their educational path. Acceptance of documentation is at the sole discretion of The Lodge Scholarship Committee.

c. Written Essay:

- I. Prepare an essay of no more than 300 words based on the following question:

*What have you experienced and/or accomplished over the last school year that has had a positive impact on your life and how has it helped you become a better person in the community?*

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

d. Letters of Recommendation:

i. Letters of recommendation are optional for returning applicants.

ii. Letter Specifications

- I. Authors of the letter can be any of the following but must have thorough knowledge of the applicant and must not be a family relative:

1. A college or university professor or advisor

**2011 SCHOLARSHIP CRITERIA AND GUIDELINES (Continued)**

2. A responsible leader within the community

3. A current instructor or coach
- II. Must be typed, dated and signed by the author.
- III. Limited to one side of a single, letter-size sheet of paper (8.5 X 11 inches).
- IV. Should include the applicant's ability, work habits, leadership skills and participation in the community, work service, outstanding recognition, personality, and integrity.

**5. Additional Information:**

- a. To avoid delays please ensure the year stated in the title of the scholarship application and the criteria & guidelines corresponds to the current scholarship year.
- b. Twenty-Five (25) scholarships of \$1,000 each will be awarded annually to those applicants who meet the scholarship criteria.
- c. The scholarship is in effect for a one (1) year period and is not annually renewable. Applicants must submit a new application every year to be considered.
- d. In the event there are more applicants than allotted scholarships the submission of optional requirements will be given higher consideration.
- e. The sponsoring member's active participation will be taken into consideration as part of the applicants qualifications. This includes but is not limited to attendance at Lodge meetings and/or volunteering for various projects, or holding various positions within the Lodge (ie. A Lodge officer or a committee member). Also considered is if the applicant themselves participates in Lodge community service projects whenever possible.
- f. The scholarship check will be paid directly to the recipient no later than September 1<sup>st</sup> of the current application year. To avoid any additional delays please ensure the applicant's mailing address is correct.
- g. All applications must either be post marked or received by The Lodge **no later than June 30<sup>th</sup>** of the year of application.
- h. Additional questions in regards to either the application itself or the scholarship qualifications should be addressed to any of the current scholarship committee members. Please see the Noble Grand if you are not sure who to contact or the secretary if you need contact information.
- i. The 2011 Scholarship Committee consists of the following individuals:  
Joanne Tanimoto  
Melvina Nakao  
Donna Miller  
Freida Menezes  
Geri Tesu – Chairperson

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

**Excelsior Lodge #1**  
**Independent Order of Odd Fellows**  
1134 First Avenue  
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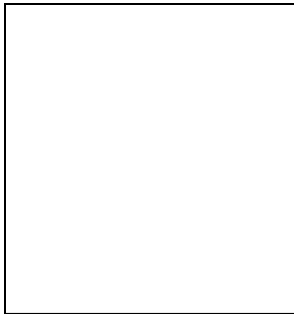
**2011 Scholarship Application Form**

1. Have you ever previously received a scholarship from Excelsior Lodge #1?    [Yes]    [No]

If Yes, please state what year and the amount received:

Year: _____	Amount: _____
_____	_____
_____	_____
_____	_____

2. **Applicant Information:**



Attach Passport Size Photo Here  
(1 3/4 X 1 3/8)

- a. Full Name: \_\_\_\_\_
- b. Residence Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Mailing Address: \_\_\_\_\_  
(If different from above) \_\_\_\_\_  
\_\_\_\_\_
- d. Telephone Numbers: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_
- e. Email Address: \_\_\_\_\_
- f. Gender:            [Male]            [Female]
- g. Current Age: \_\_\_\_\_

## 2011 Scholarship Application Form (Continued)

### 3. Secondary Education Information:

- a. Name of High School: \_\_\_\_\_
- b. High School Address (City / State Only): \_\_\_\_\_
- c. Date of Graduation: \_\_\_\_\_

### 4. For Current High School Students or Recent High School Graduates Only:

- a. Grade Point Average:
  - i. Current GPA: \_\_\_\_\_: GPA scale: \_\_\_\_\_
- b. List Any Academic Achievements:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. List Any Extracurricular Activities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. Hobbies / Interests:  
\_\_\_\_\_  
\_\_\_\_\_
- e. Parent or Guardian Information (Only required if applicant is under 18 year of age):
  - i. Name of Parent or Guardian: \_\_\_\_\_  
  
Signature: \_\_\_\_\_  
  
Date: \_\_\_\_\_
- f. Other Relevant Information: \_\_\_\_\_

### 5. College/University/Trade/Vocational School:

- a. Institution Will Attend or Currently Attending: \_\_\_\_\_
- b. School Address (City / State Only): \_\_\_\_\_
- c. School Type: [Four-Year] [Two-Year] [Other] Please Specify: \_\_\_\_\_
- d. Class Will Be Entering: [Freshman] [Sophomore] [Junior] [Senior]  
[Other]: Please Explain: \_\_\_\_\_
- e. Major (Declared or Intended) Field of Study: \_\_\_\_\_

## 2011 Scholarship Application Form (Continued)

f. Anticipated Date of Graduation: \_\_\_\_\_

### 6. Applicant Agreement and Consent:

- a. I acknowledge that all the information provided as part of this application is true and accurate to the best of my knowledge.
- b. I agree to abide by all scholarship guidelines and criteria.
- c. I agree and grant permission for use of my name and other information for the purpose of promotion, advertising, recognition, and/or news releases including publication, to Excelsior Lodge #1, I.O.O.F., without promise of favor or payment. Documents received will be used solely for the betterment of this scholarship program and for the acknowledgement of the recipient.
- d. Applicant's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### 7. Excelsior Lodge #1 Member Sponsor:

- a. Member Name: \_\_\_\_\_
- b. Relationship to Member: \_\_\_\_\_
- c. Signature of Excelsior Lodge #1 Member: \_\_\_\_\_  
Date: \_\_\_\_\_
- d. I certify that this member is currently a member in good standing, or that the Applicant otherwise qualifies under the criteria set forth in The Lodge Scholarship Criteria and Guidelines directive, effective April ?, 2011.  
Signature of Excelsior Lodge #1 Secretary: \_\_\_\_\_  
Date: \_\_\_\_\_

### 8. Application Checklist:

The following list of items must be submitted together with a completed application and all required signatures. Otherwise, this application will be considered incomplete. **Refer to the Scholarship Criteria and Guidelines for more specific information regarding the items listed.**

#### a. For New Applicants:

- i. Proof of Acceptance
- ii. Official School Transcripts
- iii. Official SAT or ACT Test Scores (Only applicable for high school graduates applying to a college or university)

OR

Official Post Graduate Test Scores (ie. MCAT, LSAT, GMAT, etc.)

## 2011 Scholarship Application Form (Continued)

- iv. Written Essay
- v. Two (2) Letters of Recommendation (can be submitted separately)

b. **For Returning Applicants:**

- i. College or University
  - 1. Proof of Continued Enrollment
  - 2. Official School Transcripts
  - 3. Written Essay
  - 4. OPTIONAL: A letter of recommendation (can be submitted separately)
  - 5. If applicable, a letter explaining the circumstances around exceeding the scholarship award maximum.
- ii. Vocational or Trade School
  - 1. Proof of Continued Enrollment
  - 2. Official Documentation of Completion
  - 3. Written Essay
  - 4. OPTIONAL: A letter of recommendation (can be submitted separately)
  - 5. If applicable, a letter explaining the circumstances around exceeding the scholarship award maximum.

9. **Application Deadline:**

**Completed applications must be received or post marked no later than June 30<sup>th</sup> of the current application year.**