

Independent Order of Odd Fellows
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2020-2021 Scholarship Criteria and Guidelines
(Effective March 2020)

1. Mission

The Harmony Lodge No. 3 (“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 in the third degree of the lodge.
 - ii. A legal spouse of a member of the third degree who is in good standing of the lodge.
 - iii. Returning applicants of a “deceased member” that was in good standing of the lodge can reapply for scholarship, but a new applicant of a deceased member may not be eligible.
 - iv. Please note “hanai” or “Ohana family” members are not legal dependents and are therefore not eligible.
 - v. Children and grandchildren of a member in good standing in the third degree of the lodge.

- 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
 - iv. Online College or University

- c. The applicant must maintain an overall grade point average of 2.5 or the equivalent.

- d. The following scholarship award maximums are as indicated:
 - i. Undergraduate College or University (including online) 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. 5 year limit for scholarships per applicant

- e. Full time enrollment requires at least 12 credit hours per semester. Less than 12 credit hours per semester is considered part time enrollment.

3. Lodge Sponsor Requirements

- a. The Harmony Lodge No. 3 member must be of the 3rd degree.
- b. Ensure all lodge member dues for the current year have been paid in full.

- c. Must have a minimum of attending five (5) Harmony Lodge No. 3 meetings and four (4) Odd Fellow lodge sponsored community service projects starting May of the prior year to May 30 of the current year.
- d. Provide proof of current years membership by indicating your current lodge membership card number and year.
- e. Obtain the secretary's signature (Refer to Section 7e of the Scholarship Application Form) prior to submission to the scholarship committee. Before the lodge secretary will sign the application, you must confirm your meeting and community service qualifications. If you need to reach the lodge secretary, please attend a lodge meeting.

4. **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 which can be submitted separately by hand delivery, mail or email.

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
 - 1. Official transcripts received in a sealed envelope that bears the original signature of the proper school authority. Please note the transcripts must show the final grades for the most recently completed year of 2020. It must be mailed to us by July 31.
 - 2. Official SAT or ACT test scores. Only the highest set of test scores should be submitted.
- ii. Graduate or Undergraduate Applicants (Including online)
 - 1. Official transcripts received in a sealed envelope that bears the name of the proper school authority. Please note that the transcripts must show all grades for the school year including the final grades and overall GPA for most recent completed year.
- iii. Vocational or Trade School Applicants
 - 1. 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. **Photo**

- i. It is preferred that the self-portrait be the same picture submitted with the application
- ii. Attach a color photo to the application or send a jpeg file via email
- iii. Printed photo dimensions should be no smaller than 4 x 6 inches. Digital photo should be a minimum of 640 x 480 pixels

d. **Written Essay**

- i. Prepare an essay for no more than 200 words based on the following question:

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 type written, dated and signed by the applicant. Please note that previously submitted essays may not be reused for a subsequent applicant.

e. **Letters of Recommendation**

- i. Two (2) letters of recommendation are required. A third letter of recommendation is optional.
- ii. Letter Specifications
 1. 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:
 - a. A High School Teacher or Counselor/Advisor
 - b. A College or University Professor or Advisor
 - c. A Responsible Leader Within the Community
 - d. A Current Instructor or Coach
 2. Must be typed, dated within the same scholarship application year and signed by the author.
 3. Limited to one side of a single, letter-sized sheet of paper (8.5 x 11 inches).
 4. Should include the applicant's ability, work habits, leadership skills and participation in the community, work service, outstanding recognition, personality, and integrity.

5. **Returning Applicant Requirements**

Subsequent scholarships are awarded to individuals who have previously received a scholarship from The Lodge and are continuing their educational path. However, if more than five (5) years have passed since the last scholarship award, the applicant will be considered a new applicant and must submit all information for a new applicant (#4 of Criteria & Guidelines). In addition to a completed scholarship application the applicant must provide the following which can be submitted separately:

a. **Proof of Continuing Enrollment**

- i. Graduate or Undergraduate Applicants (Including online)
 1. Applicant must provide evidence of registration or continuing enrollment for the upcoming school year. Acceptance of documentation is at the sole discretion of the Lodge Scholarship Committee.
- ii. For Vocational or Trade School Applicants
 1. Applicant must provide documentation which demonstrates acceptable completion 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 (Including online)
- ii. Vocational or Trade School Applicants

c. **Photo**

- i. It is preferred that the self portrait be the same picture submitted with the application.
- ii. Attach a color photo to the application or send a jpeg file via email
- iii. Printed photo dimensions should be no smaller than 4 x 6 inches. Digital photo should be a minimum of 640 x 480 pixels.

d. **Written Essay**

- i. Prepare an essay for no more than 200 words based on the following question:

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 type written, dated and signed by the applicant. Please note previously submitted essay may not be reused for a subsequent applicant.

e. **Letters of Recommendation**

- i. Letters of recommendation are optional for returning applicants.
- ii. Letter specifications
 - 1. 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:
 - a. A High School Teacher or Counselor/Advisor
 - b. A College or University Professor or Advisor
 - c. A Responsible Leader Within the Community
 - d. A Current Instructor or Coach
 - 2. Must be typed, dated within the same scholarship application year and signed by the author.
 - 3. Limited to one side of a single, letter-sized sheet of paper (8.5 x 11 inches).
 - 4. Should include the applicant's ability, work habits, leadership skills and participation in the community, work service, outstanding recognition, personality, and integrity.

6. **Additional Information**

- a. To avoid delays please ensure the year stated in the title of the scholarship application and the criteria and guidelines corresponds to the current scholarship year.
- b. The scholarship award is determined by the allocated scholarship amount established by the Lodge Budget Committee. A maximum of \$1,500 will be awarded to those applicants who meet the scholarship criteria.
- c. Winners of a scholarship, under this program, are eligible to reapply for the following year.
- d. In the event there are more applicants than allotted scholarships, the submission of optional requirements will be given higher consideration. Likewise, over and above the required Lodge meeting attendance and/or community service projects will be given additional consideration.
- e. The sponsoring member's active participation will be taken into consideration as part of the applicant qualification. This includes but is not limited to attendance at Lodge meetings and/or volunteering for various official Lodge sponsored community service projects or holding various positions within the Lodge (ie. A Lodge officer or community member). Also additional consideration is given to applicants that participate in lodge sponsored community service projects whenever possible.
- f. The scholarship check will be mailed/given directly to the recipient no later than September 30 of the current application year. To avoid any additional delays please ensure the applicants mailing address is correct.
- g. All applications and additional required information must either be post marked or received by the Lodge no later than July 31 of the year of application. If any of the required information is still missing after the July 31 deadline, the application will be considered incomplete and will not be eligible for the scholarship.
- h. The 2020-2021 Scholarship Committee consists of the following individuals:

Curtis Lau - PG
Steven Tseu - PG
Joy Matsumoto – Chairperson

**THIS DIRECTIVE SUPERSEDES ALL PRIOR HARMONY LODGE NO. 3 SCHOLARSHIP
CRITERIA AND GUIDELINES COPIES OF WHICH SHOULD BE DESTROYED.**