

**EXCELSIOR LODGE No. 1**  
**Independent Order of Odd Fellows**  
1134 First Avenue  
Honolulu, Hawaii 96816-5802

**2024 SCHOLARSHIP CRITERIA AND GUIDELINES**

(Effective April 2024)

1. **Mission:**

The Excelsior Lodge No. 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 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. A child, grandchild or legally adopted child of a member in good standing of the third degree 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.

## **2024 SCHOLARSHIP CRITERIA AND GUIDELINES (Continued)**

### **3. Lodge Sponsor Requirements:**

- a. The Excelsior Lodge No. 1 member must be of the 3<sup>rd</sup> degree and been a member for a minimum of one (1) year prior to June 30<sup>th</sup> of the current year.
- b. Ensure all lodge member dues for the current year have been paid in full.
- c. Must have, at a minimum, attended a combination of six (6) Excelsior Lodge No. 1 meetings and/or official Odd Fellow Lodge sponsored community service projects starting in **April** of the prior year through **May 31st** of the current year.
- d. Fill out Section 6a – 6f of the scholarship application, sign and date it.
- e. Provide proof of current year's membership by indicating your current year membership number and year.
- f. Obtain the secretary's signature (Refer to Section 6f of the Scholarship Application Form) prior to submission to the scholarship committee. Before the Lodge secretary will sign this application you must request the Lodge secretary to confirm your listed meetings and/or community service qualifications. If you need to reach the Lodge secretary please attend a Lodge meeting in person or submit an email to [\*\*scholarships@ioofhawaii.org\*\*](mailto:scholarships@ioofhawaii.org) addressed to the Excelsior Lodge No 1 secretary.
- g. If the sponsor is not physically able to comply with this requirement the applicant will be required to submit three (3) letters of community service performed during the prior year starting in **April** of the prior year through **May 31<sup>st</sup>** of the current year. The letters of community service must be printed on the official letterhead of the organization, dated and signed by the person responsible.

### **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:

- 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 or via email from the school or National Clearing House (NCH) that bears the original signature of the proper school authority. Please note the transcripts must show the final grades for the most recently completed school year as of **May 1<sup>st</sup>**.
    - 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 or via email from the school or National Clearing House (NCH) that bears the original signature of the proper school authority. Please note the transcripts must show all grades for the school year including the final grades and overall GPA for the most recently completed school year.

## **2024 SCHOLARSHIP CRITERIA AND GUIDELINES (Continued)**

- 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. Digital Self Portrait:
  - i. Provide an electronic color self-portrait and submit via email to **scholarships@ioofhawaii.org** specifying “2024 IOOF Scholarship Application” in the email subject line.
  
  - ii. The digital self-portrait should be no larger than a wallet size photo.
  
- d. In-Person Presentation/Interview or Video Presentation (Off-island applicants ONLY)
  - i. See 2024 Odd Fellows Scholarship Video Presentation  
***In person presentation or video presentation (for candidates who have lived off island consecutively for the last 6 months) to introduce applicant and what their background is, their field of study and explain a little of their interests. Last requirement is to answer a select question - See IOOF Scholarship Presentation***
  
  - ii. The presentation is scheduled for **Saturday, June 8th** (Time 11:00am - lunch to follow) at the lodge (1134 First Avenue).
  
  - iii. The applicants will be notified by mail no later than September 30th, 2024.
  
- di. 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 and dated within the same scholarship application year as well as 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.
  
- dii. Letters of Community Service Performed:
  - i. Refer to section 3f & 3g above to confirm if this requirement is required or not.

### **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 has past since the last scholarship award the applicant will be considered to be a new applicant and must submit all

## **2024 SCHOLARSHIP CRITERIA AND GUIDELINES (Continued)**

information required for a new applicant. 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

I. 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

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 or via email from the school that bears the original signature of the proper school authority. Please note the transcripts must show all grades for the school year including the final grades and overall GPA for the most recently completed school year as of **May 1<sup>st</sup>**.

ii. Vocational or Trade School Applicants

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

c. **Digital Self Portrait:**

i. Provide an updated electronic color self-portrait and submit via email to

**scholarships@ioofhawaii.org** specifying “2024 IOOF Scholarship Application” in the email subject line.

ii. The digital self-portrait should be no larger than a wallet size photo and should not be the same picture submitted previously.

d. **In-Person Presentation/Interview or Video Presentation (Off-island applicant):**

I. See 2024 Odd IOOF Scholarship Requirement

***In person presentation or video presentation (for candidates who have lived off island consecutively for the last 6 months) to introduce applicant and what their background is, their field of study and explain a little of their interests. Last requirement is to answer a select question - See IOOF Scholarship Presentation***

II. The presentation is scheduled for Saturday, June 8th at 11:00am at the lodge.

The applicants will be notified of the award via mail by September 30th, 2024.

e. **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:

## **2024 SCHOLARSHIP CRITERIA AND GUIDELINES (Continued)**

1. A college or university professor or advisor
  2. A responsible leader within the community
  3. A current instructor or coach
- II. Must be typed and dated within the same scholarship application year as well as 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.
- f. Letters of Community Service Performed:
- i. Refer to section 3f & 3g above to confirm if this requirement is required or not.

### **6. 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. No more than fifteen (15) scholarships of up to \$2,500 each will be awarded annually to those applicants who meet the scholarship criteria. An additional \$500 may be awarded to one applicant who stands out amongst the rest.
- 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. Likewise, over and above the required Lodge meeting attendance and/or Lodge community service projects will also be given additional 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 official Lodge sponsored community service 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 any official Lodge sponsored community service projects whenever possible.
- f. The scholarship check will be paid directly to the recipient no later than **September 30<sup>th</sup>** of the current application year. To avoid any additional delays please ensure the applicant's mailing address is correct.
- g. All applications along with the additional required information should be submitted no earlier than **May 1<sup>st</sup>** of the current application year and must either be post marked or received by The Lodge **no later than May 31<sup>st</sup>** of the current year of application. Any applications received prior to the acceptance date or received after the deadline will not be considered.
- h. Applications should **NOT** be sent **via Certified or Express mail requiring a signature.**

**2024 SCHOLARSHIP CRITERIA AND GUIDELINES (Continued)**

- i. If any of the required information is still missing after the **May 31<sup>st</sup>** deadline the application will be considered incomplete and will not be considered for the scholarship.
- j. For additional questions in regards to either the application itself or the scholarship qualifications please send an email to [scholarships@ioofhawaii.org](mailto:scholarships@ioofhawaii.org) specifying “2024 IOOF Scholarship Application” in the email subject line and someone from the committee will get back to you. Otherwise, please feel free to contact any of the current scholarship committee members. See the current Noble Grand or the Lodge Secretary if you need further contact information.
- k. The 2024 Scholarship Committee consists of the following individuals:  
 David Murai  
 Craig Lee  
 Richard Bartlett  
 Jana Paz – Chairperson

**THIS DIRECTIVE SUPERSEDES ALL PRIOR EXCELSIOR LODGE NO. 1 SCHOLARSHIP CRITERIA AND GUIDELINES, COPIES OF WHICH SHOULD BE DESTROYED.**

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IMPORTANT NOTICES

The scholarship application for the current year will be posted on the IOOF website no later than May 15th of the current year.

The scholarship committee annually reviews the Scholarship Criteria & Guidelines, which includes the scholarship qualifications, so please check the IOOF website at [www.ioofhawaii.org](http://www.ioofhawaii.org) for future updates or ask any scholarship committee member for more information.

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