

September 27, 2008

TO: Bethel Guardian Councils
Kansas Job's Daughters

FROM: Education Committee of the Grand Guardian Council of Kansas

SUBJECT: 2008-2009 Scholarship Information

Attached are the application forms, scholarship grant rules and regulations and checklist for the scholarship application for the Kansas Job's Daughters Scholarships. Please present this information to your daughters at your next meeting. Encourage those members who will be attending an accredited 2 year college, 4 year college, vocational-technical school, business or trade school and could use this assistance, to apply for a grant. These forms may be duplicated if additional copies are needed.

The scholarship grants are given yearly by the Grand Guardian Council to Kansas Job's Daughters to assist them in continuing their education beyond the secondary school level. Grants are awarded on the basis of scholastic record, participation in Job's Daughter activities, the intent and sincerity to use the funds for educational purposes and financial need.

The completed Scholarship Grant Application Form and a personal letter of application must be postmarked **no later than May 1, 2009** and sent by **certified mail, return receipt** requested to the Chairman of the Education Committee. An official high school transcript (and official post-secondary transcripts, if applicable) **must be marked "Official Transcript" by the school and sent by the school postmarked no later than May 1, 2009** to the Chairman of the Education Committee. Please take care to follow these procedures, as **this may result in disqualifying an applicant if they are not followed.**

If you or the daughters have **any** questions concerning the scholarship grants or the application, please do not hesitate to call me.

Jobie Love,

Michele Ann Fate, PGG
Chairman, Education Committee
12211 England Street
Overland Park, KS 66213
913-402-6855
kufate@kc.rr.com

Grand Guardian Council of Kansas
International Order of Job's Daughters

SCHOLARSHIP GRANT RULES & REGULATIONS

The Grand Guardian Council of Kansas, International Order of Job's Daughters, maintains an Education Fund to assist Kansas Job's Daughters for educational purposes. This fund consists of money, obligations, donations, bequests and interest that has accumulated on these monies and is administered by the Educational Fund Committee.

In accordance with the Manual of Rules and Regulations, each year the Committee may authorize the issuance of scholarship grants, such amounts as are recommended and approved by the Finance Committee not to be less than \$1,000 per grant. These awards shall be made only to members who are in good standing and have not reached their majority. The award given shall be a scholarship and not a loan, and shall be made to a recipient subject to these current regulations of the Committee:

- The number of grants and amount of each grant (not to be less than \$1,000 per grant) to be awarded each year shall be based upon the recommendation and approval of the Grand Guardian Council's Finance Committee relative to the amount of funds available for that year.
- Scholarship grant information and applications shall be distributed to Bethels no later than March 15 of each year. **The application deadline shall be May 1.**
- Award recipients shall be announced at the Annual Session of the Grand Guardian Council of Kansas.
- Scholarship grants will be awarded to a recipient who is enrolled as a "full-time student" for post-secondary education at an accredited 2-year college, 4-year college, vocational-technical school, business or trade school.
- Scholarship grants will be awarded on the basis of: 1) scholastic record, 2) participation in Job's Daughters activities, 3) the intent and sincerity of the applicant to use the funds for education purposes, and 4) financial need (in that order).
- Scholarship grants will be made payable to the educational institution of the recipient's choice.
- If, for any reason, the award recipient does not enroll as a "full-time student" during the academic year immediately following the award or withdraws during the academic year, the scholarship grant will be canceled and is to be returned immediately to the Educational Fund.
- The recipient is eligible to receive only one scholarship grant from this Education Fund. The award is not renewable.

Each applicant shall be required to:

1. Complete the Scholarship Grant Application Form.
2. Write a personal letter of application. The personal letter of application should include the Daughter's reason for pursuing higher education at the institution of her choice, her ultimate vocational and/or personal goals. It should also include her reasons for seeking financial assistance, a brief summary of her Job's Daughters experiences and explanation of the effect they may have had on her future goals, and any other information which she feels may be of benefit to the Committee.
 - **The Scholarship Grant Application Form and personal letter of application must be sent by certified mail, return-receipt requested, to the Chairman of the Educational Fund Committee and must be postmarked no later than May 1.**
3. The applicant must also see that an official high school transcript and official post-secondary transcript, if applicable, are sent to the Committee Chairman **postmarked by May 1.** (These do not have to be sent with the application form and personal letter but must be postmarked no later than May 1.)
 - An official transcript should be marked as such by the issuing school and sealed by the school in a stamped envelope addressed to the Education Fund Committee Chairman. It is the applicant's responsibility to ensure that the schools send the official transcripts before the deadline.

If the applicant desires the Committee Chairman to notify her when the transcript is received, she may include, in her application packet with the application form and personal letter, a self-addressed, stamped postcard which will be mailed to the applicant upon receipt of the transcript(s).

It is the applicant's responsibility to ensure that all application materials are properly submitted, that all application rules are followed, and that all deadlines are met.

If the applicant has any questions about any part of the application process, she should notify the Educational Fund Committee Chairman well in advance of the **May 1 deadline** to ensure herself time to meet the deadline.

Grand Guardian Council of Kansas
International Order of Job's Daughters

SCHOLARSHIP GRANT APPLICATION

(Please print or type)

PERSONAL DATA

Name _____ Age _____ Birth date _____
First Middle Last

Home Address _____ Phone# () _____
Street City/State Zip

Father's Name _____ Occupation: _____

Mother's Name _____ Occupation: _____

Number in Household _____ Number in Post-secondary institutions next year (include applicant) _____

List post-secondary institutions household members will be attending _____

EDUCATION

List high school and post-secondary institutions you have attended:

School Name	City/State	Dates Attended	Grad. Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List school activities in which you participated _____

List other activities in which you participated _____

List any honors or awards you have received _____

If more than 3 months have lapsed since you were in school, how have you spent your time? _____

Post-secondary institution you plan to attend _____

Planned course of study _____ Number of years to complete: _____

Class you expect to enter in award year: Freshman _____ Sophomore _____ Junior _____ Senior _____.

FINANCIAL NEED

While in school, will you be living: With parents? _____ In campus housing? _____ In apartment or house? _____

Estimated total cost of attendance per year for tuition/fees, room/board, and books/supplies: \$ _____

List other sources of financial aid for which you have applied and the amount awarded: _____

How do you plan to pay for expenses not covered by financial aid? _____

Do you plan to work while attending school? _____ If so, where? _____

Do you have other income such as Social Security, trust fund, etc.? _____

Explain: _____

JOB'S DAUGHTERS HISTORY: Bethel# _____ How long have you been a member? _____

Offices held: _____

IOJD awards/honors received: _____

Special IOJD activities in which you may have participated: _____

I hereby certify that the above information is true and accurate, and that any scholarship grant awarded by the Grand Guardian Council of Kansas will be used for educational purposes as intended.

Applicant's Signature

Date

Parent's Signature

Date

I hereby certify that this applicant is a member in good standing that has not reached majority in Bethel # _____, and that to the best of my knowledge, the information above is true and accurate.

Bethel Guardian's Signature

Date

**INCLUDE THIS APPLICATION WITH YOUR PERSONAL LETTER
AND ENSURE THAT SCHOOL TRANSCRIPTS ARE
POSTMARKED BY MAY 1, 2009**

**SEND APPLICATION AND PERSONAL LETTER
BY CERTIFIED MAIL, RETURN-RECEIPT REQUESTED TO:**

Michele Ann Fate
12211 England Street
Overland Park, KS 66213
913-402-6855
kufate@kc.rr.com

Checklist for Scholarship Application

1. Scholarship Grant Application
 - Application filled out completely (2 pages)
 - Bethel Guardian's signature
 - Applicant's signature
 - Parent's signature
2. Personal Letter of Application
 - Completed, typed or neatly written
3. Transcript
 - Official Transcript sent from high school (and/or post-secondary school, if applicable) postmarked by **May 1, 2009**
 - Transcript marked "**OFFICIAL TRANSCRIPT**" by issuing school
 - Transcript sealed by the school in a stamped envelope addressed to: Education Fund Chairman, Michele Ann Fate, 12211 England Street, Overland Park, KS 66213
 - Verified with the school that transcripts are/will be sent postmarked by May 1, 2009
4. Mail to Chairman of Education
 - Completed Scholarship Grant Application form
 - Personal Letter of Application
 - Self-addressed, stamped postcard (if desired) to be sent upon receipt of the transcript
 - Sent **certified mail, return-receipt requested** postmarked no later than **May 1, 2009** to:
Education Chairman
Michele Ann Fate
12211 England Street
Overland Park, KS 66213