



## **Nevada State Elks Association**

### **VOCATIONAL GRANT PROGRAM**

**WHO MAY APPLY:** Any prospective student (male or female) resident within the jurisdiction of the Benevolent and Protective Order of Elks in the State of Nevada, who plans to pursue an eligible vocational/technical course, above and supplemental to high school or preparatory school level, may file an application. All applicants must be citizens of the United States of America on the date the application is filed.

The application must be filed with the Lodge Scholarship Chairman, Lodge Secretary or the Exalted Ruler. Only one application may be filed and must be filed with the lodge of jurisdiction.

The definition of an eligible program shall be comparable to that contained in the federal vocational legislation. It is defined as a two year or less vocational/technical program, culminating in an Associate Degree, diploma or certificate, but less than a baccalaureate program (Bachelors Degree). An eligible Associate Degree is considered a terminal Associate Degree, whereby, after 2 years of study, a student may become gainfully employed in his/her chosen vocational career. A student must plan to carry a minimum load of 12 credit hours each semester. Persons enrolling in a 4 year course leading to a Bachelors Degree are not eligible to apply. Do not apply if you are only a High School Junior. This grant may not be used for part time study or for high school.

This vocational grant is for two years only and is not renewable It is subject to review prior to the start of each academic year. Unexpended credit is subject to withdrawal. If conduct of the student is contrary to principles of law and order and morality supported by the Order of Elks. A student can not accept more than one Elks National Foundation Scholarship or Nevada State Elks Grant in one academic year.

All Scholarships are in the form of Certificates of Award issued by the Nevada State Elks Association conditioned upon enrollment of the student in a vocational/technical course of a two-year U.S. American College or vocational/technical school. Upon receipt of "**Verification of Enrollment**" form, completed by the proper school official, the NSEA will forward the check in the amount not to exceed the grant acquired by the applicant, payable to the College or School. Payment may not be used to cover retroactive charges.

The grant may be used for tuition and fees, room and board (only if living on campus); and books and supplies. It may be used only for usual and required cost of applicant's planned course of study. It may not be used for general living expenses such as rent, mortgage payments or automobile expenses. It may not be used for child care.

Applications are evaluated based on the information herein. Therefore, if after being notified of a grant, course study and or school attending change, the grant may be withdrawn.

Incomplete applications will not be considered for assistance. It is imperative that all information be set forth, especially information as to your costs to attend your chosen course, so that we may evaluate your needs.

After completing this application, make a photo copy for your own records. All applications become the property of the Benevolent and Protective Order of Elks of the USA and the Nevada State Elks Association.

Thank you for applying and good luck!

## **GENERAL INSTRUCTIONS**

### **BROCHURE PREPARATION AND REQUIREMENTS**

**1. APPLICATION:** Applicant must use the Nevada State Elks Association forms. (photo copies are acceptable). The application must be signed by the applicant and the Lodge official. Typewritten applications and statements are preferred but handwritten submissions are acceptable.

**ALL APPLICATIONS MUST BE SIGNED BY THE APPLICANT AND LODGE OFFICIAL(S) NO EXCEPTIONS**

Applications and all supporting documents must be in English.

Letters of recommendation must be originals and on one side of a single sheet of 8.5 x 11 inch paper and signed by the author.

**2. EXHIBITS:** Should be neat, concise and in chronological order. Letter or endorsements, etc., should be removed from the envelope and bound flat. (leave sufficient margin on the left border for readability)

### **3. ORDER OF EXHIBITS:**

- A. Application - completed
- B. A statement written by the applicant of not more than 200 words, summarizing his/her activities, accomplishments, needs and objectives, which the applicant thinks qualifies him/her for the grant, and outside career goals and course plan.
- C. A letter of not more than 150 words from a parent or other person having knowledge of the facts, presenting a picture of the family situation and showing the applicant's family background (such as number of children in family , number of children still at home and any information to establish factors judged under Judging Standards.)
- D. A brief letter of endorsement from a responsible person, not related to the applicant, other than an educator, who has had the opportunity personally to observe the applicant and who can give a worthwhile opinion of the character, industry, disposition and general worthiness of the applicant. Additional letters may be included, if appropriate and desired, but not more than two additional letters.
- E. Letters from educators - not more than two. Letter(s) may cover the applicant's ability, work habits, leadership, personality and integrity.
- F. Grade record or work record for previous two years (Armed Forces, Vocational, Aptitude test scores, may also be included.)
- G. Any other information you feel is pertinent in qualifying you for the grant.
- H. All applications should be in a paper binder. Any color is accepted.

## **JUDGING WILL BE FOR THE FOLLOWING**

- 1. MOTIVATION - General worthiness and desire**
- 2. NEED - Financial need, resourcefulness**
- 3. SKILLS - Showing of good aptitude toward chosen vocation**
- 4. GRADES \* High School or Vocational School, College, other test scores**
- 5. BROCHURES - Completeness, neatness, and the following of directions.**

**IMPORTANT:** Be sure your brochure is in the hands of the Elks Lodge prior to the established deadline date. Brochures received after this date cannot be accepted.

**NEVADA STATE ELKS ASSOCIATION  
2024 VOCATIONAL GRANT PROGRAM  
APPLICATION OF REQUIRED FACTS**

**IMPORTANT:** Read the instructions very carefully. Incomplete applications will not be processed.

Name: \_\_\_\_\_

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Birthplace \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Citizenship - US Citizen: Yes ☐ No ☐ (applicant must be a citizen on the date the application is signed.) If not born an American citizen, give date and place of Naturalization. Date \_\_\_\_\_ Place: \_\_\_\_\_

I am not a High School Graduate, but I have my G.E.D: Yes ☐ No ☐

Detail your educational background listing all Vocational/Technical Schools/Colleges or other schools, beyond high school level, attended or attending and degrees attained, if any. Attach additional pages if necessary.

School Name /Address	Dates	Degrees/ Certificates
_____	_____	_____
_____	_____	_____

**I certify that the statements contained in this application are true.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**EACH APPLICATION MUST HAVE AN ENDORSEMENT OF A LODGE  
OF THE B.P.O.ELKS OF THE USA TO BE ACCEPTED FOR JUDGING.**

Either the Scholarship Chairman, the Exalted Ruler, or the Secretary of the Elks Lodge in the jurisdiction where the applicant is a resident, must sign the Lodge Endorsement certifying that he/she has reviewed the application. Application should not be endorsed if the applicant does not conform to the requirements outlined in this Application of Required Facts. Applicants may use photo copies of the NSEA Vocational Scholarship Form.

This Application, with the attached exhibits, has been reviewed and conforms to the regulations set forth by the Board of Vocational Scholarship for NSEA.

Lodge Name \_\_\_\_\_ Lodge # \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

Lodge Scholarship Chairman, Exalted Ruler, Secretary

To Lodge personnel: Applications must file no later than March 15, 2024. After endorsing the application mail or email to the following:

Bruce Rector, PER                      Email: bdirector@gmail.com  
c/o Reno Elks Lodge  
597 Kumle Lane  
Reno, NV 89509

The application must be postmarked no later than March 15, 2024. Applications postmarked March 16 (or later) will not be considered.

School planning to attend: \_\_\_\_\_

Address: \_\_\_\_\_

Vocational Goal: \_\_\_\_\_

(Give Name of Course Study)

Employment Record:

Employer Address	Dates	Contact person/supervisor	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Honors and Awards (Civic/non-school related)

\_\_\_\_\_

Other Activities (School or Civic)

\_\_\_\_\_

**TO BE COMPLETED BY ALL APPLICANTS**  
**Budget for Academic Year**

This Grant can be used only to cover the items in A, B, & C below. It may not be used for general living expenses such as apartment rent, mortgage payments, or automobile expenses. In complete or unnecessary information in this section cannot be evaluated.

A. Tuition and Fees	\$ _____
B. Books and supplies	\$ _____
C. Room and Board (On campus living only)	\$ _____
D. Total of lines A thru C	\$ _____

**Anticipated Amounts Available for Education (income)**

E. Parent Contribution	\$ _____
F. Student Contribution	\$ _____
G. Summer Earnings	\$ _____
H. Other Scholarships, Grants or Loans	\$ _____
I. (List Names) _____	

J. Total of lines E, F, G, & H	\$ _____
K. Amount needed to balance school budget for one year	\$ _____
L. Subtract line J from line D.	\$ _____

This is an assistance grant and is not intended to cover the full cost of your education. It is the responsibility of the student to also seek assistance from other sources and to demonstrate that the amount covered by this grant can be obtained through personal or parental contribution or through other sources/assistance programs.

To properly evaluate this application, the information on these two pages is essential. Choose the area that best fits the applicant's circumstances. A dependent applicant is one who relies on his/her parents for the basic and major support. An independent applicant is one on his/her own and derives the basic and major portion of their support from themselves and or a spouse.

**Incomplete information in this area will disqualify the applicant.**

TO BE COMPLETED BY UNMARRIED APPLICANT **DEPENDENT** ON PARENTS

Father's Name \_\_\_\_\_ Age \_\_\_\_\_ Occupation \_\_\_\_\_  
 Mother's Name \_\_\_\_\_ Age \_\_\_\_\_ Occupation \_\_\_\_\_

**Parents Marital Status**

Mother: Married ☐ Widowed ☐ Divorced ☐ Separated ☐ Re Married ☐  
 Father: Married ☐ Widowed ☐ Divorced ☐ Separated ☐ Re Married ☐

- A. Father's Annual Income Before Taxes: \$ \_\_\_\_\_
- B. Mother's Annual Income Before Taxes: \$ \_\_\_\_\_
- C. Applicant's Annual Income Before Taxes: \$ \_\_\_\_\_
- D. All other income not included above: \$ \_\_\_\_\_
- Gross Income (add lines A through D)** \$ \_\_\_\_\_
- E. Number of Dependents (Excluding parents) \_\_\_\_\_
- F. Number of Dependents attending college. (Excluding Applicant) \_\_\_\_\_
- G. Medical and Dental Expense not covered by insurance. \$ \_\_\_\_\_
- H. Emergency Expenses (flood damage, etc.) \$ \_\_\_\_\_
- I. Total Market Value of Home \$ \_\_\_\_\_
- J. Amount of Unpaid Mortgage \$ \_\_\_\_\_
- K. If no home is owned annual amount of rent. \$ \_\_\_\_\_
- L. Do you own a business or Farm? (Y/N) \_\_\_\_\_ Market Value \$ \_\_\_\_\_
- M. What is the profit? \$ \_\_\_\_\_
- N. Value of Bank accounts \$ \_\_\_\_\_
- O. Value of other investments \$ \_\_\_\_\_  
 (Name source of investments) \_\_\_\_\_

P. Does either parent have a pension plan other than social security? Yes ☐ No ☐

TO BE COMPLETED BY MARRIED OR INDEPENDENT APPLICATIONS

Applicant's marital status: Single \_\_\_\_\_ Married \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Age \_\_\_\_\_ Occupation \_\_\_\_\_

A. Applicant's Annual Income Before Taxes \$ \_\_\_\_\_

B. Spouses Annual Income Before Taxes \$ \_\_\_\_\_

C. All Other Income Not Included Above \$ \_\_\_\_\_

**Gross Income (Add lines A through C)** \$ \_\_\_\_\_

D. Number of Dependents (excluding applicant and spouse) \$ \_\_\_\_\_

E. Spouse attending school? Yes ☐ No ☐

F. Medical and Dental Expense not covered by insurance \$ \_\_\_\_\_

G. Emergency Expenses (flood damage, etc.) \$ \_\_\_\_\_

H. Total Market Value of Home \$ \_\_\_\_\_

I. Amount of Unpaid Mortgage \$ \_\_\_\_\_

J. If no home is owned annual amount of rent. \$ \_\_\_\_\_

K. Do you own a business or Farm? (Y/N) \_\_\_\_\_ Market Value \$ \_\_\_\_\_

L. What is the profit? \$ \_\_\_\_\_

M. Value of Bank accounts \$ \_\_\_\_\_

N. Value of other investments \$ \_\_\_\_\_

(Name source of investments)

\_\_\_\_\_  
\_\_\_\_\_