

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

**2015 SCHOLARSHIP CRITERIA AND GUIDELINES**

(Effective March 2015)

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 of the third degree 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.

## **2015 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. Fill out Section 7a - 7d of the scholarship application, sign and date it prior to submission to the scholarship committee.
- d. Obtain the secretary's signature (See Section 7e) prior to submission to the scholarship committee.
- e. Provide proof of current year's membership.
- f. 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 **July** of the prior year through **June 30<sup>th</sup>** of the current year.
- 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 **July** of the prior year through **June 30<sup>th</sup>** of the current year.
- h. The letter 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 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 **July 31<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 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.
    - II. Official post graduate (MCAT, LSAT, GMAT, etc.) test scores. Only submit the highest test scores.

## **2015 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 or Passport Size Photo:
  - i. Digital Self Portrait
    - I. Provide an electronic self-portrait and submit via email to [oddfellows@ioofhawaii.org](mailto:oddfellows@ioofhawaii.org) specifying “2015 IOOF Scholarship Application” in the email subject line.
    - II. The digital self-portrait should be the same picture submitted with the application.
  - ii. Passport Size Photo
    - I. Attach a Color Photo to the application
    - II. Photo Dimensions should be approximately 1 3/4 X 1 3/8
  
- d. 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.
  
- e. 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).
    - 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.

## 2015 SCHOLARSHIP CRITERIA AND GUIDELINES (Continued)

### 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. 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 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 **July 31<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 or Passport Size Photo:

i. Digital Self Portrait

- I. Provide an electronic self-portrait and submit via email to [oddfellows@ioofhawaii.org](mailto:oddfellows@ioofhawaii.org) specifying "2015 IOOF Scholarship Application" in the email subject line.
- II. The digital self-portrait should be the same picture submitted with the application.

ii. Passport Size Photo

- I. Attach a Color Photo to the application
- II. Photo Dimensions should be approximately 1 3/4 X 1 3/8

d. 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?***

## **2015 SCHOLARSHIP CRITERIA AND GUIDELINES (Continued)**

- II. The essay must be typewritten, dated and signed by the applicant. Please note previously submitted essays may not be reused for a subsequent application.
- 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:
      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, 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.
- 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. Up to 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 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 **July 1<sup>st</sup>** of the current application year and must either be post marked or received by The Lodge **no later than July 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.**
- i. If any of the required information is still missing after the **July 31<sup>st</sup>** deadline the application will be considered incomplete and will not be considered for the scholarship.

**2015 SCHOLARSHIP CRITERIA AND GUIDELINES (Continued)**

- j. For additional questions in regards to either the application itself or the scholarship qualifications please send an email to [oddfellows@ioofhawaii.org](mailto:oddfellows@ioofhawaii.org) specifying “2015 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 2015 Scholarship Committee consists of the following individuals:

Joanne Tanimoto  
Melvina Nakao  
Freida Menezes  
Mindy Len  
Geri Tseu – 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 March 1<sup>st</sup> 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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