

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

2018 SCHOLARSHIP CRITERIA AND GUIDELINES

(Effective March 2018)

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.

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3. Lodge Sponsor Requirements:

- a. The Excelsior Lodge No. 1 member must be of the 3rd degree and been a member for a minimum of one (1) year prior to June 30th 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 **July** of the prior year through **June 30th** 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 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 **July** of the prior year through **June 30th** 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 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 31st**.
 - 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.

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- 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 “2018 IOOF Scholarship Application” in the email subject line.

 - ii. The digital self-portrait should be no larger than a wallet size photo.

- 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 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.

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 passed since the last scholarship award the applicant will be considered to be a new applicant and must submit all

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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 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 31st**.

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 “2018 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. 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?

- 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:

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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 \$1,500 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 30th** 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 1st** of the current application year and must either be post marked or received by The Lodge **no later than July 31st** 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.**

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- i. If any of the required information is still missing after the **July 31st** 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** specifying “2018 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 2018 Scholarship Committee consists of the following individuals:

Melvina Nakao
Freida Menezes
Peggy Uehara
Betty Ann Perkins
Geri Tseu – Chairperson

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

IMPORTANT NOTICES

The scholarship application for the current year will be posted on the IOOF website no later than March 1st 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** for future updates or ask any scholarship committee member for more information.
