



Vocational Grant Program Regulations

The TESA Vocational Grant Program is open to any prospective student, 18 years of age or older, planning to pursue an eligible vocational/technical (VOC/TECH) course within the State of Texas.

Each applicant must be a citizen of the United States of America and a resident of Texas on the date the application is submitted. While graduating high school seniors may apply, the program is not limited to high school students. A high school diploma or equivalent GED is not required. Only one application per individual may be submitted, and it must be submitted to the local sponsoring Elks Lodge by March 28, 2016.

An eligible program is defined as a 2-year or less vocational or technical program, culminating in a terminal associate degree, diploma or certificate, but less than a baccalaureate program (Bachelors degree). A student must plan to carry the minimum number of credit hours required each term or semester to be considered a full-time student. The grant may be used to vocational night school, but may not be used for part-time study.

Vocational Grants are issued in the form of Certificates by the Texas Elks State Association, conditioned upon the enrollment of the individual as a student in a VOC/TECH course at a College or Voc/Tech school in the State of Texas. The funds represented by the certificate will be sent directly to the school

ONLY after TESA has received the Verification of Student Enrollment form, completed and signed by the proper officials of the school to be attended. Grants may not be used to cover retroactive charges, and may NOT be used to cover general at-home living, car payments, or childcare costs. This grant will not cover payments for any tuition expenses incurred prior to July 1, 2016.

Applicants must file entries only on the official application form furnished by the Texas Elks State Association. Use of any other form will result in disqualification from grant consideration. The official form may be reproduced if necessary.

Please note: Incomplete applications will not be considered. It is imperative that all information be set forth, including information as to the applicant's costs to attend the chosen course, so that TESA may evaluate the applicant's needs appropriately.

The State Chairman will notify applicants within thirty (30) days of award of the Vocational Grant.

All applications become the property of the Texas Elks State Association and will be destroyed after judging.

Mail or deliver completed applications to the local Elks Lodge nearest your residence by March 28, 2016.

Vocational Grant Program General Instructions

Application Preparation and Requirements:

APPLICATION: Applicant must use the official Texas Elks State Association (TESA) form, which has been dated and signed by the applicant. Electronic submission or typewritten applications and statements are preferred over handwritten submissions and must be signed in all instances. Submission by electronic mail will serve as binding as by hard copy with original signature.

EXHIBITS: Up to six supplemental pages may be included. They should be neat, concise, and in chronological order. Letters of endorsement, etc., should be removed from envelopes and bound flat (allow sufficient margin on left border for readability) or as attachments if by electronic submission.

Order of exhibits:

1. Official Application (3 pages)-Completed
2. A statement by the applicant of not more than 200 words, summarizing his/her activities, accomplishments, need, and objectives that the applicant considers qualifies him/her for a grant, and outlines career goals and courses planned.
3. A letter of not over 150 words from a parent or other person having knowledge of the facts, presenting a picture of the applicant's personal circumstances and family background (e.g., number of children in family, number of children at home, and any other pertinent information that would assist with the establishment of qualification factors and criteria to be considered under Judging Standards).
4. A brief letter of endorsement from a responsible person, not related to the applicant, who has had an opportunity to personally observe the applicant and who can give worthwhile opinion of the character, industry, disposition, and general worthiness of the applicant.
5. Grade record or work records for the previous two (2) years. (Armed Forces, Vocational, aptitude test scores may also be included.)
6. Any other information that you feel will be helpful in judging your worthiness for a grant.
7. All applications, if submitted via hard copy, must be stapled on the left side. Bindings or covers should NOT be used.

Criteria for judging will include the following:

1. MOTIVATION: General worthiness, interest, desire
2. NEED: Financial need, resourcefulness.
3. SKILLS: Indication of proficient aptitude toward chosen vocation.
4. GRADES: High school, vocational school, college, other test scores, military service, or work experience for those students with no recent grades.
5. APPLICATION: Completion, neatness, and following directions.

Application checklist:

Original Official Application (pages 3, 4, and 5), preferably typewritten, signed, and all questions answered

Personal statement, letter of personal circumstances and/or background, and endorsement letter (as required)

Academic year expenses

Transcript of grades (unless sent to Lodge by school), work history, and/or military service

Completed Financial Page

Submission of application:

Completed applications must be submitted to the Elks Lodge nearest to the applicant's address no later than March 28, 2016. To locate the nearest Elks Lodge, use the Lodge Locator at www.elks.org.

Winners will be notified by May 8, 2016.

Important notice regarding transcripts

Texas high schools can no longer issue transcripts directly to students. Applicants will need to request their high school to send an official transcript to the Elks Lodge to which the Grant Application will be submitted (Attention: Vocational Grant Chairman).

Communication after submission

Please use permanent addresses, phone numbers, and email addresses. After the application is submitted, this information cannot be updated. TESA communication is primarily conducted through email and phone; *please be sure this information is correct on your application.*



TESA Vocational Grant Program Official Application 2015-2016

Name: _____ email: _____

Street Address: _____ Phone: (_____) _____

Mailing Address: _____ City/State/Zip: _____

Date of Birth: _____ Place of Birth: _____ Age: _____ Sex: _____

U.S. Citizen: Yes _____ No _____ Texas Resident: Yes _____ No _____
(Applicant must be a U.S. citizen and a Texas resident on the date of the application. If applicant is a naturalized citizen, give date and place of naturalization and naturalization number below.)

Date: _____ Place: _____ Number: _____

Name/Address of high school attended or now attending: _____

Year of graduation (or anticipated graduation): _____ (Transcript required; see General Instructions)

I am not a High School graduate, but I have received by G.E.D. Yes _____ No _____

Detail educational background, listing all Vocational/Technical Schools, Colleges, or other schools beyond high school level, attended or attending, and degrees/certifications attained, if any:

School Name/Address	Dates Attended Degree/Certificate

Military Record: Dates of Service _____ Honorable Discharge? Yes _____ No _____
Branch of Service _____

Current Occupation: _____

Employment Record: (attach additional sheet if necessary)

Employer	Address	From/To	Supervisor/Contact Person

Honors and Awards (School, Military, or Civic):

Offices or positions of leadership held (Organization, position, year):

Other activities (School or Civic):

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Financial Need Information

Choose the area which best fits the applicant's circumstances. A dependent applicant is one who relies on his/her parents for the basic and major portion of his/her support. An independent applicant is one deriving the basic and major portion of his/her support from himself/herself and/or a spouse. Incomplete information in this area may be cause for disqualification.

To be completed by dependent or independent applicant

Applicant's marital status: Single _____ Married _____

Spouse's Name _____ Age: _____ Occupation: _____

Number of applicant's dependants (excluding applicant and spouse): _____

Father's name: _____ Age: _____ Occupation: _____

Mother's name: _____ Age: _____ Occupation: _____

Applicant currently working? Yes: Full time _____ or Part time _____ No _____

Applicant's annual income before taxes \$ _____

Spouse's annual income before taxes \$ _____

Parent's annual income before taxes \$ _____

Gross Income (total of above) \$ _____

Value of bank accounts \$ _____

Does Applicant: Rent _____ Monthly Rent _____

Own Home _____ Monthly Mortgage Payment _____

Does applicant's spouse attend school? Yes _____ No _____

Any unusual circumstances? Please explain:

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College or Vocational School planning to attend: _____

Street Address: _____ City/State/Zip: _____

Full name – NOT initials

Date course will begin: _____ Date course will end: _____ Vocational Goal (Name of course of study): _____

At the completion of this course, I will receive a: Certificate _____ Diploma _____ Degree _____

Type of Degree

Is this a two-year course? Yes _____ No _____ If not, how long is the course? _____

ESTIMATED EXPENSES: (This grant can be used to cover the items in A, B, and C below.)

A. Tuition and Fees (full academic year, not monthly)..... \$ _____

B. Books and Supplies \$ _____

C. Room and Board (only if living on campus)..... \$ _____

D. Total Expenses – Add lines A, B, & C \$ _____

LESS ANTICIPATED AMOUNTS AVAILABLE FOR EDUCATION (INCOME):

E. Student/s and/or Parent/s contribution \$ _____

F. Other Scholarships, Grants, or Loans (list name and amounts in detail): \$ _____

G. Total Available for Education – Add lines E & F \$ _____

H. AMOUNT NEEDED TO FUND EDUCATION FOR ONE YEAR \$ _____
(Subtract line G from line D)

CERTIFICATIONS AND ENDORSEMENTS

Applicant's Certification: By submitting this application, I certify that I have read, conform and agree to the terms of this application and its regulations and instructions, and further certify that the information I have supplied in this application are true and accurate. I understand that if I do not enter the college or vocational school on the date as stated above and/or continue the program for which I have applied, I will forfeit any and all monies and other awards. I give my permission for the Texas Elks State Association and/or its local lodges to use my name and to quote from my application in news and other publicity media. I understand that this application becomes the property of the Texas Elks State Association and will not be returned.

Applicant's Signature _____ Date _____

Lodge Certification:

THIS APPLICATION MUST HAVE SPONSORING LODGE ENDORSEMENT TO BE ACCEPTED FOR TEXAS ELKS STATE ASSOCIATION JUDGING. APPLICATION MUST BE MADE ON THIS OFFICIAL TESA FORM. PHOTOCOPIES OF COMPLETED APPLICATIONS OR FACSIMILES WILL NOT BE ACCEPTED. APPLICATIONS BECOME THE PROPERTY OF THE TEXAS ELKS STATE ASSOCIATION AND WILL BE DESTROYED AFTER JUDGING.

LODGE ENDORSEMENT

This application, with attached exhibits, has been reviewed, the statements verified to the best of my ability, and it is in conformity with rules and regulations set forth by the Texas Elks State Association.

Lodge Name/Number _____ Date _____

Signature and Title (ER, Secretary, or Scholarship Chairman) _____

LODGE SEAL

Lodge Phone/email _____

**LODGE PERSONNEL: NO LATER THAN APRIL 11, 2016, FORWARD APPLICATION(S)
TO THE TESA VOCATIONAL GRANT PROGRAM CHAIRMAN.**

(No local judging required)