



## **Scholarship Instructions to Applicants & Sponsoring Knights**

**Important:** Follow the instructions and understand the award evaluation procedure completely before filling out the application form. No modification or alterations of the application will be allowed after the application is submitted.

### **Section 1. Eligibility Requirements:**

- 1.1 Applicants should be current active member or a close relative of a current active member of St. Joseph's Church Knights of Columbus Council 10644.
- 1.2 Close relative is defined as: wife, children, and grandchildren.
- 1.3 Current is defined as: a Knight whose membership dues are paid through the end of the current year.
- 1.4 Current membership dues of the sponsoring Knight must have been paid before submitting the application and before the application deadline is published on the council's website.
- 1.5 Active is defined as: the sponsoring Knight has regularly attended monthly business meetings and/or volunteered to work Knights of Columbus events within the current Colombian year and to which the Grand Knight or any other council officer can attest to.
- 1.6 College bound students who apply for the scholarship should already be accepted into an accredited college or university with a 2-to-4-year program offering a college degree.
- 1.7 Vocational or trade school students who have been accepted into an educational/training program that is at least 6 months in length and which will offers its graduating students a license, degree, or certificate of completion, can apply for a scholarship award if all other requirements described herein are met.
- 1.8 All applicants, no matter what school or institution they will be attending, should be enrolled as full-time students.
- 1.9 Fulltime college students are students who are registered to take a minimum of 3 college courses or 12 units per semester and who will be attending these classes in person or through virtual classrooms.
- 1.10 Vocational or trade school classes/hours are varied and often tailored around a student's particular personal or work schedule. Vocational/trade school students must submit a class schedule to verify that this enrolment is intended as a pathway to a new career or designed to enhance an already existing career. The class schedule should also have a projected graduation or completion date.
- 1.11 All applicants should have already graduated or will soon be graduating from high school.

- 1.12 All collegebound applicants should have obtained a minimum of a C+ letter grade and a greater than 2.5 cumulative GPA, for the last 3 semesters of school attended, whether that school was high school or college.
- 1.13 Applicants should produce verification documents for items 1.6 through 1.10 and 1.12.
- 1.14 All applicants should be a practicing Catholics.
- 1.15 Practicing Catholic is defined as: Baptized and sacramentally initiated into the Catholic Church and who adheres to those substantive life choices which do not impair them from receiving the sacraments.
- 1.16 All applicants should regularly attend mass on Sundays and on holy days of obligation.
- 1.17 All applicants should regularly receive holy communion while in the state of grace.
- 1.18 State of Grace is defined as: Spiritual condition of the person after confessing his or her sins to a priest, and whom is in a state free from mortal sin and pleasing to God.
- 1.19 All applications and supporting documents must be turned in, within the specified period and before the deadline date published on the council's website and/or in the council's newsletter.
- 1.20. Applicants are allowed to apply for a scholarship every year, however, priority will be given to first time applicants. Any candidate whose application was rejected by the council for whatever reason is eligible and encouraged to reapply the following year.
- 1.21. The current Grand Knight, Financial Secretary or Scholarship Committee Chairman has the authority to reject any or all applications received if they do not comply with all of the eligibility requirements as outlined above. The scholarship committee, the Grand Knight and the general memberships decisions are final, and the reason for any rejection is confidential and should not be disclosed.

## **Section 2. Personal Essay:**

- 2.1 The application process requires the applicant to write a 150-to-500-word essay on whatever topic is chosen by the scholarship committee for that year.
- 2.2 The essays must be handwritten or typed by the applicant.

## **Section 3. Recommendation Letters:**

- 3.1 Applicants must include a minimum of two recommendation letters; however, they can submit additional letters of recommendation if they so desire. The recommendation letters should be from teachers, professors, or a person of authority who knows the applicant well and not family members.

## **Section 4. Submission of Application Package:**

- 4.1 Once the applicant has completed their application and essay and assembled all of their required documents, he/she should place them in a sealed envelope and hand deliver or mail them to the office at St. Joseph's Church, located at 1813 Oakdale Road, Modesto, CA. 95355. The sealed envelope should be addressed to whomever is the current Knights of Columbus - Scholarship Committee Chairman and must be received by the church office by the published deadline date.

4.2 The application package should include the following items:

- A. A completed application form.
- B. A personal essay on the specified subject.
- C. Recommendation letters: a minimum of two letters as specified in section 3.1.
- D. A copy of the current membership card of the applicant's sponsoring Knight.
- E. A copy of the applicant's most recent high school or college transcripts showing the applicant's grades and grade point average (GPA) for the last three semesters.
- F. Proof of current school registration or an admission confirmation letter, showing that the applicant has been accepted and admitted to a 2- or 4-year college or vocation/trade school and that the applicant will be considered a fulltime student.

### **Section 5. Application Review by the Scholarship Evaluation Committee:**

- 5.1 The scholarship committee will review all applications for accuracy and completeness.
- 5.2 If the application documents are found to be incomplete or missing information, the scholarship committee chairman or Grand Knight may request the missing information from the applicant, without violating any eligibility requirements.
- 5.3 The scholarship committee will review the essay and recommendation letters.
- 5.4 Based on the information gathered, the scholarship committee members will grade the applicants' applications in each category and in its entirety and will grade in good faith and without prejudice.

### **Section 6. Verification of Facts stated in the Application and Eligibility Requirement Compliance:**

- 6.1 The following officers of the council will verify the relevant facts as given below:
- 6.2 The Grand Knight will verify Sections 1.1 and 1.2 and 1.5 concurring with other Knights and parish members.
- 6.3 The Financial Secretary will verify section 1.4. Candidates or their sponsors will not be allowed to comply with this section after the submission of the application.

### **Section 7. Scholarship Award:**

- 7.1 Rank the applicants based on their scores.
- 7.2 Scholarship awards will go to the top candidates.
- 7.3 The number of scholarships and the award amounts will be decided by the scholarship committee after concurring with the Grand Knight, Financial Secretary and Treasurer.
- 7.4 Scholarship awards will be in the form of a check and will be presented to the recipients at a Knights of Columbus business meeting.
- 7.5 A congratulatory letter will be mailed to each scholarship recipient by the Grand Knight.
- 7.6 The Grand Knight will also mail a letter of encouragement to all unsuccessful candidates.

## Section 8. The Scholarship Grading Form:

- 8.1 The scholarship committee will use the grading form listed below to rank all candidates.
- 8.2 Committee members will write in the appropriate number they feel the applicant deserves.
- 8.3 Committee members will tabulate and total the candidates scores.
- 8.4 Grading form (see below).

### Knights of Columbus Scholarship Grading Form

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

Academic 15%	Church 25%	School 5%	Community 10%	Effort/Work 10%	Need 10%	Essay 10%	Letters of Recommendation 10%	Overall 5%	Total Score 100%

Raters Signature: \_\_\_\_\_