

## TEXAS ELKS STATE ASSOCIATION VOCATIONAL GRANT PROGRAM REGULATIONS

The 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, above and supplemental to high school or preparatory school level.

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 lodge or the State Chairperson, as instructed below\*.

The definition of an eligible program is defined as a **2-year or less vocational or technical** program, culminating in a terminal associated 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 for vocational night school, but may not be used for part-time study.

The Vocational Grants are issued in the form of Certificates by the Texas Elks State Association (TESA), conditioned upon the enrollment of the individual as a student in a VOC/TECH course at a **College or VOC/TECH school** within the State of Texas. The monies represented by the certificate will be sent directly to the school, **ONLY** after the office of TESA has received the Verification of 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 the date of the grant award.

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 TESA 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.

**\*Mail or deliver completed applications to the local Elks lodge nearest your residence. If there is no local Elks lodge in your area, please forward directly to the State Chairperson, as follows:**

**Laura W. Everington – State Chairperson**

**TESA Vocational Grant Program**

**2703 Oak Road**

**Pearland, TX 77584**

**Ph: 281-997-8250**

**Email: [leverington@univ-wea.com](mailto:leverington@univ-wea.com)**

# TEXAS ELKS STATE ASSOCIATION 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 via electronic mail will serve as binding as via 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 via 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, needs, 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 a worthwhile opinion of the character, industry, disposition, and general worthiness of the applicant.
5. Grade record or work records for 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, Vocation School, College, other test scores and work experience for students with no recent grades.
5. APPLICATION: Completion, neatness, and the following of directions.

### APPLICATION CHECKLIST

- Original Official Application (3 pages) - typewritten, signed, and **all** questions answered
- Personal statement, letter of personal circumstances and/or background, and endorsement letter, as required
- Transcript of grades and/or work record
- Budget for Academic year - completed
- Financial Page - completed

**TEXAS ELKS STATE ASSOCIATION  
VOCATIONAL GRANT PROGRAM OFFICIAL APPLICATION**

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

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Citizenship – USA    Yes     No     (Applicant must be a U.S. citizen and Texas resident on the date of the application. If applicant is a naturalized citizen, give date and place of Naturalization and Naturalization No.)  
Texas Resident    Yes     No

Date: \_\_\_\_\_ Place: \_\_\_\_\_ No. \_\_\_\_\_

Name of high school attended  or now attending  \_\_\_\_\_

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

Year will graduate \_\_\_\_\_ or year graduated \_\_\_\_\_ (Attach school transcripts)

I am not a High School graduate, but I have received my 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 attained, if any.

School Name/Address	Dates	Degree/Certificate
_____	_____	_____
_____	_____	_____
_____	_____	_____

Occupation: \_\_\_\_\_

Employment record (employer, address, dates of employment, person to contact about employment, position – attach additional sheet (if necessary))

\_\_\_\_\_

\_\_\_\_\_

Honors & Awards – Non-school related (Civic) \_\_\_\_\_

Offices or positions held (Organization, position, year) \_\_\_\_\_

Other Activities (School or Civic) \_\_\_\_\_

**TEXAS ELKS STATE ASSOCIATION  
VOCATIONAL GRANT PROGRAM OFFICIAL APPLICATION**

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: \_\_\_\_\_

Applicant's dependants (excluding applicant and spouse) No. \_\_\_\_\_

Father's name: \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_

Currently working: Yes \_\_\_\_\_ No \_\_\_\_\_ Full \_\_\_\_\_ Or Part Time \_\_\_\_\_

Applicant's annual income before taxes ..... \$ \_\_\_\_\_

Spouse's annual income before taxes ..... \$ \_\_\_\_\_

Parent's annual income before taxes ..... \$ \_\_\_\_\_

Other income: Social Security/Disability, interest, dividends, pensions, etc  
\_\_\_\_\_

Gross Income (total of above) ..... \$ \_\_\_\_\_

Value of bank accounts ..... \$ \_\_\_\_\_

Value of other investments (CDs, IRAs, 401(k)s, stocks, bonds, etc. – explain source):  
\_\_\_\_\_

Does Applicant Rent: \_\_\_\_\_ Or Own Home \_\_\_\_\_

Monthly Mortgage Payment \_\_\_\_\_ Or Monthly Rent \_\_\_\_\_

Spouse Attending School: Yes \_\_\_\_\_ No \_\_\_\_\_

Any unusual circumstances, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# TEXAS ELKS STATE ASSOCIATION VOCATIONAL GRANT PROGRAM OFFICIAL APPLICATION

College or Vocational School planning to attend \_\_\_\_\_  
(Full name – NOT initials)

Address: \_\_\_\_\_  
(Street address) (City/State/Zip)

Date course will begin: \_\_\_\_\_ Date course will end: \_\_\_\_\_

Vocational Goal (Give name of course of study)

At completion of this course, I will receive a Certificate \_\_\_\_\_ Diploma \_\_\_\_\_ or Degree \_\_\_\_\_

If Degree, please give type of Degree: \_\_\_\_\_

Is this a 2-year course? Yes  No  If not, how long is 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. Book and Supplies . . . . . \$ \_\_\_\_\_
- C. Room and Board (only if living on campus) . . . . . \$ \_\_\_\_\_
- D. Total of above – Add lines A, B, & C . . . . . \$ \_\_\_\_\_

LESS ANTICIPATED AMOUNTS AVAILABLE FOR EDUCATION (INCOME):

- E. Student's contribution . . . . . \$ \_\_\_\_\_
- F. Other Scholarships, Grants, or Loans (List name & amounts in detail)
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

G. Total of above – ADD Lines E and F . . . . . \$ \_\_\_\_\_

Amount needed to balance school budget for one year

SUBTRACT line G from line D . . . . . \$ \_\_\_\_\_

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

Date: \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_

Submission of this application certifies that the applicant has read, conforms and agrees to the terms of the application, regulations and the instructions concerning this application. The applicant by virtue of his/her submission understands that if he/she does not enter the college or vocational school on the date as stated above and/or continue the program for which he/she has applied, he/she will forfeit any and all monies or other awards.