



# **TESA 4-YEAR SCHOLARSHIP AWARD APPLICATION FOR THE 2023-2024 ACADEMIC YEAR**

Six (6) scholarships will be awarded to three male and three female high school graduates from the 2024 graduating classes of Texas high schools. Each award will be in the amount of \$1,250.00 per year for the 2024-2028 academic years, for a total of \$5,000.00 per award.

Winners must attend an accredited junior college, college, or university in the United States to receive the award. Applicants will be judged on financial need, scholarship, leadership and extra-curricular activities, and strength of character, and must be seeking a four-year Bachelor's Degree.

## **APPLICATION DUE DATE**

This application, with all required signatures and substantiating data, must be submitted to a Texas Lodge of the Benevolent and Protective Order of Elks on or before March 8, 2024.

No application will be accepted after this date.

Your local Lodge can be found using the "Lodge Locator" at [www.elks.org](http://www.elks.org).

## **ANNOUNCEMENT OF WINNERS**

Winners will be notified by email in April 2024, and formally announced at the Texas Elks State Association convention in June 2024.

## **PAYMENT OF AWARDS**

Awards will be paid to the school of enrollment, after the Texas Elks State Association receives a "Verification of Enrollment" from the school, as a credit for the applicant. The awards may be used for tuition, books, student fees, laboratory fees, and room and board (if the student is housed on campus).

This award will not be available to pay any fees or expenses prior to July 1, 2024.

## **IMPORTANT INFORMATION REGARDING APPLICANT INFORMATION**

All contact between the Benevolent and Protective Order of the Elks and the Scholarship Applicant will be conducted through email, including notification of winners and need of any clarification of information regarding applications.

An email address is required.

Be sure to include an email address that will not change throughout the application and judging process.

## **INSTRUCTIONS FOR COMPLETING THE AUTOFORM APPLICATION**

1. Download and save the application to your computer.
2. Open the document with Adobe Acrobat Reader. (Note—other PDF programs may open the file but not allow you to enter or save information. If using a program other than Acrobat, please test that your program will allow you to complete, save, and print your application.) Acrobat Reader DC may be downloaded free at <https://get.adobe.com/reader/>.
3. Enter the information requested in each highlighted area.
4. The form does NOT have to be completed all at once. You may save and close the form, the re-open it later and complete it.
5. When all information has been entered, print the form and sign/date where signatures are required. **APPLICATIONS WITH MISSING OR INCOMPLETE SIGNATURES WILL NOT BE ACCEPTED.**
6. Attach all required documentation to the application.
7. Submit your completed application to your local Elks Lodge by the application deadline.

## **INSTRUCTIONS FOR COMPLETING THE AUTOFORM APPLICATION MANUALLY**

1. Download and save the application to your computer.
2. Open and print the document with a program that will open PDF documents.
3. Complete each area of the application. Be sure to sign/date where signatures are required. **APPLICATIONS WITH MISSING OR INCOMPLETE SIGNATURES WILL NOT BE ACCEPTED.**
4. Some fields may be set to calculate totals electronically; these fields will have “0” printed in them. Please mark through the digit and enter your totals.
5. Attach all required documentation to the application.
6. Submit your completed application to your local Elks Lodge by the application deadline.

# TEXAS ELKS STATE ASSOCIATION 4-YEAR SCHOLARSHIP PROGRAM

## GENERAL INFORMATION

A student in the current graduating class of a Texas high school, or its related equivalent, may file an application. All applicants must be citizens of the United States of American and a resident of Texas on the date the application is filed.

Applicants must file entries on the official application form furnished by the Texas Elks State Association. This form may be reproduced, but only one application may be filed with the B.P.O. Elks Lodge having jurisdiction in the area where the student has legal residence. Applications must be filed with the Sponsoring Lodge by March 8, 2024. Applicants submitted for State-level judging by local Lodges will be notified of results by email by April 30, 2024.

Applicants will be evaluated on the following merit standards:

Financial Need.....	300 Points
Scholarship .....	300 Points
Leadership/Extra-Curricular .....	200 Points
Character .....	200 Points

The scholarship will be in the form of a Certificate of Award issued by the Texas Elks State Association, conditioned upon the enrollment of the individual as a full-time student in an undergraduate four-year degree program at an accredited Junior College, College, or University in the United States within the calendar year the scholarship is awarded.

These awards, identical for both males and females, will be provided for a four-year period at \$1,250.00 each year. Upon receipt of the "TESA Verification of Enrollment Form" from the proper school officials, TESA check in the amount of the award will be forwarded to the College or University to establish a credit for the student. For years 2, 3, and 4, the student will also be required to provide evidence of having successfully completed the previous academic year.

The award may be used for tuition, books, student fees, laboratory fees, and room and board (if housed on campus). The scholarship will not cover expenses or payments for an academic year begun prior to July 1, 2024. Unexpended credit is subject to withdrawal if conduct of the student is contrary to principles of law and order and morality supported by the Order of Elks.

After completing this application, make a photocopy for your records. Applications not endorsed by a member Lodge of the Texas Elks State Association will be returned to the applicant.

All applications become the property of the Texas Elks State Association. Do not include original award documents or support materials as all applications will be destroyed after judging.

## GENERAL INSTRUCTIONS

1. The applicant must use the official Texas Elks State Association form which may be reproduced. It must be dated and signed by the student and parent(s) or guardian. Typewritten applications are preferred over hand-written submissions and must be signed in all instances. **ORIGINAL APPLICATION MUST BE SUBMITTED TO THE LOCAL LODGE. PHOTOCOPIED COMPLETED APPLICATIONS OR FACSIMILIES WILL NOT BE ACCEPTED.**

2. Applications and all supporting documents must be in English.

3. A high school transcript of student grades from the beginning of the ninth grade to the due date of the application is required. An unofficial transcript is acceptable but should contain the signature of the appropriate school official if possible.

4. Photocopies of the most recent set of SAT and/or ACT scores must be included.

5. Do NOT assemble Applications in a binder. Staple all information into a concise packet. The application packet must not contain any loose documents.

6. Counting the Texas Elks State Association application pages, the completed brochure must not exceed 26 pages (one side only).

7. **THE APPLICATION MUST BE ARRANGED IN THE ORDER DESCRIBED BELOW:**

a. **APPLICATION.** Do not include the general information or instruction pages as part of your application. The first page of your packet should be page 5 of the application document.

b. **APPLICANT STATEMENT (REQUIRED).** The applicant must prepare a statement of 300 words or less setting forth his/her professional goal(s), and in a self-appraisal, relate how past, present, and future activities make attainment of the goal(s) probable. **The statement must be signed.**

c. **PARENT STATEMENT (REQUIRED).** The parent/guardian must prepare a statement of 200 words or less summarizing the family's obligations and resources. The statement should illustrate the applicant's need for financial assistance and the family's prospect of satisfying those needs. Any special circumstances that might influence the applicant's or family's financial needs should be identified. **The statement must be signed.**

d. **TRANSCRIPT (REQUIRED).** A high school transcript indicating all academic coursework for grades 9-12 as well as current class standing must be included.

e. **SAT/ACT SCORES (REQUIRED).** At least one set of college entrance test scores (SAT or ACT) must be included.

f. Copies of achievements and awards for leadership, extra-curricular activities, athletics, dramatics, community service, or other types of activities may be included up to the page limitation—but, avoid being repetitious.

8. Your application packet should be neat and organized as specified above. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** APPLICATION MUST BE SUBMITTED TO THE LOCAL ELKS LODGE NO LATER THAN MARCH 8, 2024.

# INSTRUCTIONS FOR COMPLETION OF TESA 4-YEAR SCHOLARSHIP APPLICATION

## STATEMENT OF REQUIRED FACTS

1. Please use your full legal name. Should you go by your middle name, please underline it. If you are known by a nickname, you may include it in parentheses.
2. **Please use a permanent address, phone number, and email address. THIS INFORMATION CANNOT BE CHANGED ONCE YOUR APPLICATION IS SUBMITTED. Correspondence regarding your application will primarily be through email.** Be sure the email address you use on your application is one that will not change during the application/judging process.
2. Should you need more room to list schools attended, indicate that the list is continued, and continue the information on another sheet of paper and place it after the application form in your packet. (You may use the same page for any additional information throughout the application.)
3. Rank in class should indicate the number ranking in your graduating class. Do not use percentiles, quarters, or any other generalized category.
4. The applicant and applicable Mother/Father/Stepparent/Guardian must sign and date the application. The Lodge Endorsement portion will be completed by the local Elks Lodge.

## EMPLOYMENT/WORK HISTORY

1. If more room is needed for work history, please indicate that the list is continued, and continue the information on another sheet of paper and place it after the application form in your packet.
2. Savings accumulated for college education refers to savings accumulated by the applicant (student) individually and not by others.

## PARENTAL FINANCIAL ANALYSIS

1. Throughout the application, parent information includes both parents except when one parent/guardian has legal custody of the applicant. If the noncustodial parent contributes to the support of the applicant or will be contributing toward college expenses of the applicant, then his/her financial information must be included in the application.
2. Family size includes all members living in the home where the applicant resides and who receive more than half of their support from the parents/guardian. Names and ages of dependents must be listed.

## FINANCIAL INFORMATION

All figures are based on 2023 income/expenses. All income and expense amounts should be listed as yearly totals, not monthly expenses.

## LEADERSHIP DATA

1. Indicate the grade in which each honor, award, office, or membership applies (9, 10, 11, or 12). If the same honor/award was received in multiple grades, list the honor/award only once, but indicate all grades the honor/award was received.
2. **Do NOT include nominations** for any honor, award, or membership. For example, being nominated for homecoming king/queen or National Honor Society does NOT count. However, being elected/chosen homecoming king/queen or actually being inducted into National Honor Society does count.
3. Take care to list scholastic, extra-curricular, and non-school related activities in the proper section of the Leadership Data.
4. **Do not duplicate memberships.** For example, membership in band for grades 10-11-12 and elected band president for grade 12 yields two years of membership where no office was held (10-11) and one year of office/position of leadership (12). Selection for all-district, all-region, and/or all-state band is considered additional honors and awards and should also be included.
5. **Do NOT include a resume or list of information** as an alternative to completing the Leadership Data page. If more room is needed for any section of Leadership Data, please continue the information on another sheet of paper and place it after the application form in your packet. Make sure that no information is duplicated on the Leadership Data page and the additional page, if included.



# TESA 4-YEAR SCHOLARSHIP AWARD APPLICATION FOR THE 2023-2024 ACADEMIC YEAR

This application must be filed with the B.P.O. Elks Lodge of jurisdiction on or before March 8, 2024.

Applicant's Name \_\_\_\_\_

**APPLICANT CERTIFICATION:** I certify to the accuracy of the facts included in this application. 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 \_\_\_\_\_

**PARENT/GUARDIAN CONSENT:** I/We hereby certify that the information in this application pertaining to my/our child is true and correct, and I/we hereby waive any claim against the Texas Elks State Association and its subordinate Lodges.

Father/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother/Guardian'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.

\_\_\_\_\_  
*Print Name: Lodge ER, Secretary, or Scholarship Chair*

\_\_\_\_\_  
*Signature & Title: Lodge ER, Secretary, or Scholarship Chair*

\_\_\_\_\_  
*Lodge Name & Number*

\_\_\_\_\_  
*Contact email address*

\_\_\_\_\_  
*Lodge phone number*

\_\_\_\_\_  
*Endorser's phone number*

\_\_\_\_\_  
*Date*

LODGE SEAL

**LODGE PERSONNEL: NO LATER THAN MARCH 22, 2024, FORWARD APPLICATIONS SELECTED FOR STATE JUDGING TO THE TESA FOUR-YEAR SCHOLARSHIP STATE CHAIR.**

## APPLICANT INFORMATION

**IMPORTANT:** Before preparing this application, it is recommended that instructions on pages 3 and 4 be carefully studied and then completely executed.

Name \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex (M/F) \_\_\_\_\_

Place of Birth (City/State) \_\_\_\_\_ Citizen of the United States of America (Y/N) \_\_\_\_\_

If not born a U.S. Citizen, give date and place of naturalization:

Date \_\_\_\_\_ Place \_\_\_\_\_ Number \_\_\_\_\_  
Court/City/State

List all schools attended (9<sup>th</sup> through 12<sup>th</sup> grades):

Name of School	City/State	Date Attended	Grade(s)

Scheduled date of HS graduation: \_\_\_\_\_ Rank in class \_\_\_\_\_ Total students in class \_\_\_\_\_

## EMPLOYMENT / WORK HISTORY

*Note: Work in a family business or on a family farm should be included, whether or not you are paid. Use additional paper if needed.*

Are you currently working?  Yes  No  
 Worked during school year and summer—number of years \_\_\_\_\_  
 Worked during summer only—number of years \_\_\_\_\_

Positions held in gainful employment (including part-time and/or summer jobs):

Employer	Position	Dates employed	Average hours per week	Rate of Pay

Savings (if any) accumulated for college education: \$ \_\_\_\_\_

## COLLEGE ENROLLMENT PLANS

Please indicate the accredited college, university, or junior college to which you have or plan to apply:

\_\_\_\_\_  
 \_\_\_\_\_

Have you been granted any scholarship aid?  Yes  No If yes, give details:

\_\_\_\_\_

Do you intend to apply for financial aid at the college(s) to which you have made application?  Yes  No If yes, give details:

\_\_\_\_\_

Have you reason to expect scholarship aid from any other source?  Yes  No If yes, give details:

\_\_\_\_\_

Do you plan to work while attending college?  Yes  No Do you plan to contribute to your education expenses?  Yes  No What percentage? \_\_\_\_\_

**PARENTAL FINANCIAL ANALYSIS**

Father

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

Stepfather

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

Guardian

Mother

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

Stepmother

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

Guardian

Parents' marital status:

Mother:  Married  Single  Deceased

Father:  Married  Single  Deceased

FAMILY SIZE \_\_\_\_\_ (Include parents, student applicant, other dependent children, and other family members receiving more than half their support from parents.)

List names and ages of dependents other than the student applicant: \_\_\_\_\_

Other dependent children in college?  Yes  No If yes, give name(s) and school attended: \_\_\_\_\_

**THIS SPACE LEFT INTENTIONALLY BLANK.**

**FINANCIAL INFORMATION**

**INCOME (Annualized)**

**Calendar Year 2023**

A.  Father's **Annual** Earned Income

\_\_\_\_\_

Stepfather's **Annual** Earned Income

\_\_\_\_\_

B.  Mother's **Annual** Earned Income

\_\_\_\_\_

Stepmother's **Annual** Earned Income

\_\_\_\_\_

C. Other Taxable Income

\_\_\_\_\_

D. Other Non-Taxable Income

\_\_\_\_\_

E. TOTAL GROSS INCOME

\_\_\_\_\_

**ASSETS**

F. Value of bank accounts: Checking

\_\_\_\_\_

Savings

\_\_\_\_\_

G. Value of stocks

\_\_\_\_\_

H. Value of bonds

\_\_\_\_\_

I. Education IRA or 529 plan

\_\_\_\_\_

J. Home Equity: Market value of home less amount of unpaid mortgage

\_\_\_\_\_

K. Student applicant savings, gifts, trusts, etc. available

\_\_\_\_\_

L. TOTAL ASSETS

\_\_\_\_\_

**EXPENSES (Annualized)**

M. **Annual** mortgage or rent

\_\_\_\_\_

N. **Annual** mortgage payment on farm or business

\_\_\_\_\_

O. **Annual** mortgage on rental property

\_\_\_\_\_

P. **Annual** automobile loan payment(s)

\_\_\_\_\_

R. Prior calendar year medical and dental expenses not paid by insurance

\_\_\_\_\_

S. TOTAL EXPENSES

\_\_\_\_\_



**LEADERSHIP DATA**  
**SCHOLASTIC ORGANIZATIONS AND AWARDS**

*Note: Refer to Application instruction on pages 3 and 4 to accurately complete Leadership Data.*

**Honors and Awards** (Nature of honor or award and grade received):

- a. \_\_\_\_\_ c. \_\_\_\_\_  
 b. \_\_\_\_\_ d. \_\_\_\_\_

**Offices and positions of Leadership** (Name of organization, position title, and grade):

- a. \_\_\_\_\_ c. \_\_\_\_\_  
 b. \_\_\_\_\_ d. \_\_\_\_\_

**Member of organization where no office was held** (Name of organization and grade):

- a. \_\_\_\_\_ c. \_\_\_\_\_  
 b. \_\_\_\_\_ d. \_\_\_\_\_

**SCHOOL RELATED EXTRA-CURRICULAR ACTIVITIES**

*Note: Sports, music, agriculture, drama, etc. should be included here*

**Honors and Awards** (Name of honor or award and grade received):

- a. \_\_\_\_\_ c. \_\_\_\_\_  
 b. \_\_\_\_\_ d. \_\_\_\_\_

**Offices and positions of Leadership** (Name of organization, position held, and grade):

- a. \_\_\_\_\_ c. \_\_\_\_\_  
 b. \_\_\_\_\_ d. \_\_\_\_\_

**Member of organizations where no office was held** (Name of organization and grade):

- a. \_\_\_\_\_ c. \_\_\_\_\_  
 b. \_\_\_\_\_ d. \_\_\_\_\_

**NON-SCHOOL RELATED CIVIC AND VOLUNTEER ACTIVITY**

*Note: List only activities occurring during 4 years of high school*

**Honors and Awards** (Nature of honor or award and calendar year, i.e., Eagle Scout/Girl Scout, Candy Striper of the Year, etc.):

- a. \_\_\_\_\_ c. \_\_\_\_\_  
 b. \_\_\_\_\_ d. \_\_\_\_\_

Member of organization or agency where no office was held, the service you performed, and the number of volunteer hours:

Agency or Organization	Kind of service	Dates of participation	Total hours

Please check this box if you list any additional honor, awards, or activities on a separate sheet.