



# **TESA VOCATIONAL GRANT APPLICATION FOR THE 2023-2024 ACADEMIC YEAR**

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 United States.

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 8, 2024.

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 for 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 United States. 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, 2024.

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 of results in late April 2024.

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 8, 2024.

# 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. Typewritten applications and statements are preferred over handwritten submissions and must be signed in all instances.

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).

## 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, must be stapled on the left side. DO NOT place the application in a binder or folder

## 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 4, 5, 6, and 7), signed and dated,, 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 Texas Elks Lodge nearest to the applicant's address no later than March 8, 2024. To locate the nearest Elks Lodge, use the Lodge Locator at [www.elks.org](http://www.elks.org).

Winners will be notified in late April 2024.

## 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.*

## **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 “0.00” printed in them. Please mark through the digits 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.



# TESA Vocational Grant Program Official Application for the 2023-2024 Academic Year

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

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

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

## 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.

\_\_\_\_\_  
*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 PERSONNEL: NO LATER THAN MARCH 22 2024,  
FORWARD THIS APPLICATION  
TO THE TESA VOCATIONAL GRANT AWARD STATE CHAIR.  
(Local Lodge judging of this application is not required.)

**APPLICANT INFORMATION**

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

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: \_\_\_\_\_

Employer	Address	From/To	Supervisor/Contact Person

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

Other activities (School or Civic):

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

**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's 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 dependents (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.

**EDUCATION / SCHOOL INFORMATION**

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)