

2024-2025 Scholarship Criteria and Guidelines

(Effective March 1, 2024)

1. **Mission**

The Harmony Lodge No. 3 (herein after referred to as “lodge”) merit-based scholarship was established as a member benefit to provide financial assistance for the intended use towards educational expenses which includes, but is not limited to, tuition, computers, books, or any expenses related in pursuit of a higher education.

2. **Scholarship Eligibility**

- a. The applicant must meet one of the following conditions:
 - i. A beneficiary member (herein after referred to as “member” in good standing in the third degree of the lodge.
 - ii. A legal spouse of a member of the third degree who is in good standing of the lodge.
 - iii. Returning applicants of a “deceased member” that was in good standing of the lodge can reapply for scholarship, but a new applicant of a deceased member may not be eligible.
 - iv. Please note that “hanai” or “Ohana family” members are not legal dependents and are therefore not eligible.
 - v. Children and grandchildren of a member in good standing in the third degree of the lodge.
- b. The applicant must be accepted to or currently enrolled in one of the following institutions for higher education:
 - i. College of University
 - ii. Junior or Community College
 - iii. Vocational or Trade School
 - iv. Online College or University
- c. The applicant must maintain an overall grade point average of 2.5 or the equivalent.
- d. The following award maximums are as indicated:
 - i. Undergraduate College of University (including online) no more than five (5) years.
 - ii. Junior of Community College no more than three (3) years
 - iii. Vocational or Trade School no more than two (2) years

- iv. Graduate School no more than three (3) years
- v. Five (5)-year limit for scholarships per applicant
- vi. Special consideration will be granted on a case-by-case basis but will require an additional letter explaining the circumstances.

3. **Lodge Sponsor Requirements**

- a. The Harmony Lodge No. 3 member must be a beneficiary member of the third degree.
- b. Ensure all lodge member dues for the current year have been paid in full.
- c. Must have a minimum of attending nine (9) Harmony Lodge No. 3 meetings and four (4) Odd Fellow Lodge sponsored community service projects starting May 1 of the prior year to May 31 of the current year.
- d. Fill out all of the section 7 of the scholarship application, sign and date it.
- e. Provide proof of current years membership by indicating your current year membership number and year.
- f. Obtain the secretary's signature (Refer to Section 7e of the Scholarship Application Form) prior to submission to the scholarship committee. Before the lodge secretary will sign the application.
- g. If the sponsor is not physically able to comply with this requirement the applicant will be required to submit three (3) letters of community service performed during the prior year starting May 1 of the prior year through May 31 of the current year. The letters of community service must be printed on the official letterhead of the organization, dated and signed by the person responsible.

4. **New Applicant Requirements**

New scholarships are awarded to applicants who have not previously received a scholarship from The Lodge. In addition to a completed scholarship application, the applicant must also provide the following which can be submitted separately by hand delivery, mail or email.

a. **Proof of Acceptance**

- i. An official acceptance letter from the institution for which the applicant has given notification of acceptance.

b. **Proof of Academic Ability**

- i. Recent High School Graduates
 - 1. Official transcripts received in a sealed envelope that bears the original signature of the proper school authority. Please note the transcripts must show the final grades for the most recently completed year of 2024. It must be mailed to us by August 25.
 - 2. Official SAT or ACT scores. Only the highest set of test scores should be submitted.
- ii. Graduate or Undergraduate Applicants (Including Online)

1. Official transcripts received in a sealed envelope that bears the name of the proper school authority. Please note that the transcripts must show all grades for the school year including the final grades and overall GPA for the most recent completed year.
- iii. Vocational or Trade School Applicants
 1. Official documentation which demonstrates acceptable completion of and continuation of their education path. Please note the acceptance of documentation is at the sole discretion of the Lodge Scholarship Committee.
- c. **Photo**
 - i. Attach a color photo to the application or send a jpeg file via email.
 - ii. Printed photo dimensions should be no smaller than 4x6 inches. Digital photo should be a minimum of 640x480 pixels.
- d. **Written Essay**
 - i. Prepare an essay of no more than 300 words based on the following question:
“Share a meaningful experience where you actively contributed to your community or helped someone in need. Reflect on the impact of this experience and how it has inspired you to continue to give back.”
 - ii. The essay must be typed, double-spaced, written, dated and signed by the applicant. Please note that previously submitted essays may not be reused for a subsequent applicant.
- e. **Letters of Recommendation**
 - i. Two (2) letters of recommendation are required. A third letter of recommendation is optional.
 - ii. Letter specifications
 1. Authors of the letter can be any of the following but must have thorough knowledge of the applicant and must not be a family relative:
 - a. A High School Teacher or Counselor/Advisor
 - b. A College or University Professor or Advisor
 - c. A Responsible Leader Within the Community
 - d. A Current Instructor or Coach
 2. Must be typed, dated within the same scholarship application year and signed by the author.
 3. Limited to one side of a single, letter sized sheet of paper (8.5x11 inches)
 4. Should include the applicant’s ability, work habits, leadership skills and participation in the community, work service, outstanding recognition, personality and integrity.

5. **Returning Applicant Requirements**

Subsequent scholarships are awarded to individuals who have previously received a scholarship from The Lodge and are continuing their educational path. However, if more than five (5) years have passed since the scholarship award, the applicant will be considered to be a new applicant and must submit all information for a new applicant. In addition to a completed scholarship application the applicant must provide the following which can be submitted separately:

a. **Proof of Continuing Enrollment**

- i. Graduate or Undergraduate Applicants (Including Online)
 1. Applicant must provide evidence of registration or continuing enrollment for the upcoming school year. Acceptance of documentation is at the sole discretion of The Lodge Scholarship Committee.
- ii. Vocational or Trade School Applicants
 1. Applicant must provide evidence of registration or continuing enrollment for the upcoming school year. Acceptance of documentation is at the sole discretion of the The Lodge Scholarship Committee.

b. **Proof of Academic Ability**

- i. Graduate or Undergraduate Applicants (Including Online)
 1. Official transcripts received in a sealed envelope that bears the the name of the proper school authority. Please note the transcripts must show all grades for the school year including the final grades and overall GPA for the most recent completed year. It must be mailed to us by August 25.
- ii. Vocational or Trade School Applicants
 1. Official documentation which demonstrates acceptable completion of and continuation of their education path. Please note the acceptance of documentation is at the sole discretion of the Lodge Scholarship Committee.

c. **Photo**

- i. Attach a color photo to the application or send a jpeg file via email.
- ii. Printed photo dimensions should be no smaller than 4x6 inches. Digital photo should be a minimum of 640x480 pixels.

d. **Written Essay**

- i. Prepare an essay of no more than 300 words based on the following question:

“Share a meaningful experience where you actively contributed to your community or helped someone in need. Reflect on the impact of this experience and how it has inspired you to continue to give back.”

- ii. The essay must be typed, double-spaced, written, dated and signed by the applicant. Please note that previously submitted essays may not be reused for a subsequent applicant.
- e. **Letters of Recommendation**
 - i. Letters of Recommendation are optional for returning applicants.
 - ii. Letter specifications
 - 1. Authors of the letter can be any of the following but must have thorough knowledge of the applicant and must not be a family relative:
 - a. A College or University Professor or Advisor
 - b. A Responsible Leader Within the Community
 - c. A Current Instructor or Coach
 - 2. Must be typed, dated within the same scholarship application year and signed by the author.
 - 3. Limited to one side of a single, letter sized sheet of paper (8.5x11 inches)
 - 4. Should include the applicant's ability, work habits, leadership skills and participation in the community, work service, outstanding recognition, personality and integrity.

6. **Additional Information**

- a. To avoid delays please ensure the year stated in the title of the Scholarship Application and the Criteria and Guidelines corresponds to the current scholarship year.
- b. Depending on the allocation per year set by the Lodge budget committee, a maximum of \$2,000 will be awarded to those applicants who meet the scholarship criteria.
- c. In the event there are more applicants than allotted scholarships, the submission of optional requirements will be given higher consideration. Likewise, over an above the required Lodge meeting attendance and/or community service projects will be given additional consideration.
- d. The sponsoring member's active participation will be taken into consideration as part of the applicant qualification. This includes but is not limited to attendance at Lodge meetings and/or volunteering for various positions within The Lodge (e.g. A Lodge officer or committee member). Also considered is if the applicant themselves participates in lodge sponsored community service projects whenever possible.
- e. The scholarship check will be mailed/given directly to the recipient no later than September 30 of the current application year. To avoid any additional delays please ensure the applicant's mailing address is correct.

- f. All applicants along with the additional required information must either be post marked or received by The Lodge no later than **AUGUST 15** of the year of application. If any of the required information is still missing after the **AUGUST 15** deadline, the application will be considered incomplete and will not be eligible for the scholarship.
- g. If you cannot meet any of the requirements, please submit a letter of explanation.
- h. Part time students: The awarded amount will be proportional.
E.g. If 12 credit hours/units are considered full time at your school and you are taking 3 credit hours/units, you can be awarded a maximum amount of 1/4 the current scholarship amount.
- i. Applications should **NOT** be sent via **Certified or Express Mail requiring a signature.**
- j. The 2024-2025 Scholarship Committee consists of the following individuals:
Meghan Chin - Chairperson
Daniel Zane
Joy Matsumoto

THIS DIRECTIVE SUPERSEDES ALL PRIOR HARMONY LODGE NO. 3 SCHOLARSHIP CRITERIA AND GUIDELINES, COPIES OF WHICH SHOULD BE DESTROYED.