



Scholarship Claiming Guidelines

Dear Scholarship Winner:

This scholarship is \$1,000 a year, payable directly to your college. Renewable for up to four consecutive years of undergraduate study. Due to funding from year to year being unpredictable, we are not able to guarantee the award for four years.

****Annual Renewal will be required to redeem full scholarship****

After notification of scholarship award your senior year of high school:

1. Contact the Financial Aid Office at the college of your choice. Tell them that you have received a scholarship from the Tacoma Elks Lodge #174. Bring your scholarship award letter, to validate your claim, and ask them to advise you on their rules on outside scholarships.
2. Present the original award letter to the Registrar upon enrolling at the college of your choice. Tell the Registrar/Financial Aid office that you will need verification of enrollment sent to Tacoma Elks Lodge **from them directly**. Proof of enrollment from the school can be sent:

By mail: Tacoma Elks Lodge #174, P.O. Box 11008 Tacoma WA 98411

By Fax: 253 272-1303

By email: Allenmorearap@tacomaelks.com

Be sure you keep a copy of the scholarship award letter just in case the college misplaces it.

3. The scholarship **MUST** be claimed in the Elks fiscal year in which it is given. (i.e. Scholarships awarded in May 2023 must be claimed before March 31, 2024). **NO EXCEPTIONS!**

Remember, it is **your** responsibility to notify The Tacoma Elks regarding the handling of your scholarship.

B.P.O.E. Tacoma Lodge #174
PO Box 11008 Tacoma, WA. 98411 * Phone (253) 272-1117