

***Kiwanis Club of Litchfield 2018 Key Club Scholarship Application
Instructions***

1. The scholarship grants will be in the amount of \$500/semester, with a potential for up to and including 4 CONTINUOUS FULLTIME-REGISTERED semesters (minimum 12 graded hours/semester, maximum 2 years) upon demonstration of successful completion of each successive term to acceptable standards as described below, CONTINGENT UPON AVAILABLE CLUB FUNDING. Continuous semesters means Fall and Spring semesters. Consideration will be given for breaks in attendance for up to two years for military service, missionary service, or other extenuating circumstances (a letter of request detailing the circumstances must be submitted for review by Kiwanis of Litchfield prior to any break in attendance—there is no guarantee that approval will be given).
2. The scholarship will be for **graduating high school senior members of our sponsored Key Clubs residing in the Agua Fria High School District only**, to aid each recipient in attending a college or university leading to a bachelor's degree, or attending a community college, Maricopa Skills Center or other technical school leading to an associate's degree, certificate, license, or diploma qualifying the recipient for a particular trade (these are NOT limited to in-state institutions). IT IS TO BE UNDERSTOOD THAT THE SCHOLARSHIP FUNDS MAY BE USED BY THE RECIPIENT FOR ANY PURPOSE THEY SO CHOOSE RELATED TO ATTENDANCE AT THE INSTITUTION OF CHOICE: BOOKS, TUITION, ROOM AND BOARD, CLOTHES, TRANSPORTATION, ETC. The funds will be given directly to the recipient, not to the institutions.
3. **All submissions MUST be made through the Millennium, Verrado, or Agua Fria High School Key Club advisor, where the appropriate forms and instructions are available.** Application forms and instructions may also be obtained from the Kiwanis Club of Litchfield website (www.scholarships@kiwanislitchfield.org); however, **all submissions must be through one of the above Key Club Advisors.**
4. The guidelines that will be used in selecting the recipients include:
 - A. High personal integrity.
 - B. Academic record placing the applicant in the upper one-half of his/her graduating class, or have a minimum Total GPA of 2.8/4.0 scale (**a current official, signed transcript showing class standing and GPA must be submitted by applicant to verify**).
 - C. EXTRACURRICULAR **SERVICE** AND ACTIVITIES TO AND IN THE COMMUNITY AND SCHOOL.

- D. Completed application form.
- E. A minimum of two letters of recommendation (LORs)--no more than 1-page each from faculty/teachers, clergy, or business professionals who can vouch for the applicant's service, character, and work ethic (must be a non-relative).
- F. Acceptance letter(s) from the institution(s) which the applicant plans to attend (there may be more than one institution submitted).
- G. Submit a neat, typed, well-organized 1-page resume, to include a synopsis of service hours accomplished during the applicant's 4 high school years. Include organizations (Key Club, NHS, your church, City, Boys and Girls Club, etc.), hours served each year, and type of service (served as an officer, fed the homeless, help with blood drives, painted houses, teacher's aide, etc.) by year. Explain exceptions due to transfer. **Take your time on this one, as it is an essential part of the selection process.** Also include jobs applicant has held (whether paid or volunteer), and a paragraph discussing the recipient's career field interest and why he/she should be awarded this scholarship.
- H. Demonstrated financial need.
5. The final applicants' submissions will be reviewed by the Key Club advisors for completeness to insure all documentation is complete (applications, resumes, high school records, service record, and letters of acceptance). The Key Club advisors may recommend a rank order of the applicants, and then submit their recommendations along with the applications to the Kiwanis Club of Litchfield Scholarship Committee.
6. The Kiwanis Club of Litchfield Scholarship Committee will review all applicants' documents, will consider the Key Club advisor's recommendations, and may require all applicants to appear for an interview with the Scholarship Committee, after which, based on the number of scholarships available, the merits of the application documentation, and interviews, the Scholarship Committee will select and forward their recommendations to the Kiwanis of Litchfield Board of Directors. The Kiwanis of Litchfield Board of Directors will then make the final selections, and notify the successful recipients and the appropriate high schools in a timely manner via letter from The Kiwanis Club of Litchfield.
7. The scholarships will be awarded:
- A. \$500 upon:
- Submission of a copy of the tuition bill for first semester/quarter/term
 - Submission of a copy of the recipient's full-time class registration (minimum 12 graded semester hours or equivalent) at the institution recipient will be attending.
 - **Attendance at a Kiwanis of Litchfield regular meeting after graduation and before the start of the first semester to let the club members meet the recipients. The meetings are held at least twice a**

month and dates, times, and location are posted on the club's website: [www. Kiwanislitchfield.org](http://www.Kiwanislitchfield.org).

B. \$500 following the first semester/quarter/term **after**:

- Submitting, via email or print, a **transcript** from the school showing successful **completion** of a fulltime number of credit hours (minimum 12 graded semester hours for college or university attendance, or equivalent for vocational schools, etc.) for that term **with a Grade Point Average (GPA) FOR THAT TERM of a minimum 2.51/4.0) or better.**
- Submitting via email or print a **copy of the next term full-time (minimum 12 graded semester hours) course registration** from the school.
- Submitting via email or print a **copy of the school's next term tuition bill**(when available).
- The recipient is required to **attend a Kiwanis of Litchfield Club regular meeting** before the next term begins to brief the club members on the recipient's progress and service activities. Meeting schedules and location are posted on the Club's website: www.kiwanislitchfield.org. Please notify the Club prior to recipient's proposed attendance (see paragraph 8F).

This will be the procedure of all successive payments as well, if any.
RENEWAL FOR UP TO AND INCLUDING FOUR (4) SEMESTERS / TWO (2) YEARS MAY BE PROVIDED IF THE CRITERIA IN PARAGRAPH "B", above ARE **CONTINUOUSLY MET and Club funding is available.** The presentation of the second and succeeding payments will be made after the recipient has met these requirements. **Failure to follow these requirements will result in termination of the scholarship.**

8. **At the end of each scholarship school year, each recipient will be required to provide a brief letter of appreciation to the Kiwanis Club of Litchfield stating their ongoing career accomplishments, community services given, extracurricular activities, etc.** for the Club records and include an unofficial transcript. **Presenting the letter to The Club in person at a regularly scheduled Club meeting is ABSOLUTELY NECESSARY** IN ORDER TO ACTIVATE THE NEXT YEAR'S POTENTIAL FUNDING FOR THE RECIPIENT'S CONTINUING SCHOLARSHIP. Typically, any meeting in May through September usually works best. **Please notify the club via phone or email which specific meeting the recipient plans to attend.**

Mailing address for Kiwanis of Litchfield Club is: P.O. Box 183, Litchfield Park, Arizona 85340; email contact is:

scholarships@kiwanislitchfield.org.

Phone contact is John Mullen: 623-536- 6161 (home), or 801-791-3929 (cell).

It is highly recommended that the recipients join the local Circle K International (CKI) organization located at the school they will be attending, if available.
Circle K is the college-level Kiwanis sponsored service leadership program organization focusing on service to youth and the community.

Deadline for submissions to Key Club Advisors: April 1st, 2018

**** Please retain a copy of these Application Instructions for your records and future reference for continuing scholarship awards qualification ****

1/2018