

*Kiwanis Club of Litchfield 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 or more (minimum 12 graded hours/semester) upon demonstration of successful completion of each successive term to acceptable standards as described below, CONTINGENT UPON AVAILABLE CLUB FUNDING. Continuous semesters mean 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 Club of Litchfield Scholarship Committee prior to any break in attendance. Please note that there is no guarantee that approval will be given.
2. The scholarship will be for **graduating high school seniors residing in the Kiwanis Club of Litchfield Service District**, (Goodyear, Avondale, Litchfield Park or in schools that has one of our Student Leadership Programs) 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 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. Priority will be given to applicants who have been actively involved in the Key Club in their high school.
3. **For Key Club members, submissions MUST be made through their 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 at KiwanisLitchfield.org. **All non-Key Club submissions should be submitted online before the deadline, sent to: Scholarship Committee, Kiwanis of Litchfield, P.O. Box 183, Litchfield Park, Arizona 85340, or given directly to one of our Kiwanis Club members.**
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. VERIFIED 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 short 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.), approximate 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. For Key Club applicants, the final applicants' submissions will be reviewed by the Key Club advisors for accuracy and completeness to ensure 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.

For Non-Key Club applicants, have your high school Career Counselor or other Scholarship Administrator verify completeness of the application / procedures.

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 is requested to let the club members meet the recipients. The meetings are held at least twice a month (1st/3rd Mondays of the month. Please verify prior to attending.**

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 or equivalent**.
- Submitting via email or print **a copy of the next term full-time (minimum 12 graded semester hours or equivalent) course registration** from the school.
- Submitting via email or print **a copy of the school's next term tuition bill**(when available).
- Submitting via email or print a Progress Letter, detailing the recipient's progress and service activities: their ongoing career accomplishments, community and volunteer activities, services given, extracurricular activities, academic goals and achievements, career path updates, and what this scholarship has meant. The recipient has the option to **attend a Kiwanis of Litchfield Club regular meeting** before or shortly after the next term begins to brief the club members on the recipient's Progress Letter. Please notify the Club prior to recipient's proposed attendance (see paragraph 8F);

These will be the procedures for all successive payments as well, if any. RENEWAL FOR UP TO AND INCLUDING FOUR (4) SEMESTERS / TWO (2) YEARS OR MORE 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 requested to provide their Progress Letter to the Kiwanis Club of Litchfield** in person. 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.**

Our Mailing Address: **P.O. Box 183, Litchfield Park, Arizona 85340**

Email contact is: **KiwanisLitchfield@gmail.com**

Have Questions? Contact **John Mullen at (801) 791-3929(cell); jtjky13@gmail.com**

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, or the local Kiwanis Club if a Circle K International club is not 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: Last Thursday in March

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