

## Kiwanis Club of Litchfield Scholarship Application Instructions - 2024

Application Deadline: April 12, 2024

Notifications sent by April 19, 2024

**In person Appearance at the May 6, 2024, Kiwanis meeting is REQUIRED.**

Please see your Key Club Advisor for any questions or email: [KiwanisLitchfield@gmail.com](mailto:KiwanisLitchfield@gmail.com)

Kiwanis Club of Litchfield is committed to supporting and promoting education by offering scholarships to deserving students. Our scholarship program aims to recognize and reward outstanding individuals who demonstrate academic excellence, leadership potential, and a commitment to making a positive impact on their communities. 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). We use the term "Scholarship Awards" to refer to grants that pay for individuals to attend an educational institution – a school that has a faculty, a student body, a physical location, and a curriculum. This could be a primary or secondary school, a public or private college or university or a vocational school.

Consideration will be given to academic achievement, financial need, and the student's community service record. Students wanting to be considered should complete and submit a scholarship application. To ensure fairness and transparency in the selection process, we have established the following criteria for evaluating scholarship applicants.

The scholarship grants will be in the amount of \$500 per semester, with a potential for up to and including four CONTINUOUS FULL TIME 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. Each scholarship awarded will be a maximum of \$2,000 to be paid in installments to the school's registrar's office.

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 granted.

**The guidelines that will be used in selecting the recipients include:**

\_\_\_\_\_ **Completed application form ([Kiwaniis Scholarship Application](#)).**

\_\_\_\_\_ **Current, Official Transcript or Academic record** placing the applicant in the upper one-half of his/her graduating class or having a minimum Total GPA of 3.0/4.0 unweighted scale (**a current official, signed transcript showing class standing and GPA must be submitted by the applicant to verify**). These documents are crucial for verifying academic achievements and ensuring that the GPA requirement is met. Transcripts should include a comprehensive list of courses completed, grades earned, and cumulative GPA.

\_\_\_\_\_ **VERIFIED** extracurricular service and activities to and in the community and school.

\_\_\_\_\_ **Typed, well-organized short resume, to include: (This is an essential part of the selection process)**

- A synopsis of service hours accomplished during the applicant's four high school years. Include organizations (Key Club, NHS, church activities, City activities, Boys and Girls Club, etc.).
- Approximate hours served each year, and type of service (served as an officer, fed the homeless, helped with blood drive, painted houses, teacher's aide, etc.) by year. Explain exceptions due to transfer.
- Also include any employment held (whether paid or volunteer).
- A paragraph discussing your chosen career field and interest in that field.
- Also, include why this scholarship should be awarded to you.

\_\_\_\_\_ **A minimum of two letters of recommendation, 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).

\_\_\_\_\_ **Acceptance letter(s) from the institution(s) which the applicant plans to attend** (there may be more than one institution submitted). Screenshots of acceptance emails must include the school's name to be considered.

\_\_\_\_\_ **Demonstrated financial need.**

\_\_\_\_\_ **Scholarship Recipients will be expected to attend the award presentation during the Kiwanis meeting on Monday, May 6, 2024.**

For Key Club applicants, the final 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.

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.

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 registrar's office of the school and not to the recipient. Priority will be given to applicants who have been actively involved in the Key Club in their high school.

**Additional Information:**

The Kiwanis of Litchfield Board of Directors will 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. **Scholarship Recipients will be expected to attend the award presentation during the Kiwanis meeting on Monday, May 6, 2024.**

\* The scholarships will be awarded: \$500 upon submission of a copy of the tuition bill for first semester/quarter/term along with a copy of the recipient's full-time class registration (minimum 12 graded semester hours or equivalent) at the institution the 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.)

\* \$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 3.0/4.0) or better or equivalent.
- Submitting via email or printing a copy of the next term full-time (minimum 12 graded semester hours or equivalent) course registration from the school.
- Submitting via email or printing 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, 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. **Failure to follow these requirements will result in termination of the scholarship.**

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, preferably during any meeting held May through September. Please notify the club via phone or email which specific meeting the recipient plans to attend. 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. \*\***

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

**Email contact is: [KiwanisLitchfield@gmail.com](mailto:KiwanisLitchfield@gmail.com)**