

INSTRUCTIONS FOR APPLYING FOR PENNSYLVANIA MASONIC YOUTH FOUNDATION SCHOLARSHIPS

*Please note that many scholarships in the **Masonic Scholarship Resource Guide** require the filing of a separate application. Read each scholarship description carefully. Contact information is included in each award description, and can be used to obtain additional application materials, where required.*

GENERAL INSTRUCTIONS

1. You must use the current year's official application. Changes are sometimes made in the information required. Applications from previous years will NOT be considered.
2. You may obtain the current application on our website at www.pmyf.org ... click on the "Scholarships" button on the left side of the page. If you cannot access this application, you may request one from our office by phone or mail.
3. We **STRONGLY** prefer that you type your application. Both a blank printable form and a fill-in form are available on our website. Although you may type and print your application on our web-based form, applications cannot be submitted on line. You'll have to print and mail your completed application and supporting materials to us.
4. The **ON-LINE FILL-IN APPLICATION**:
 - a. You will need Adobe Acrobat Reader to open and fill-in the form. Version 5.0 or higher is recommended.
 - b. You will be able to type and print your application with the free version of Acrobat, but you will NOT be able to save your work, unless you are running the full commercial version.
 - c. We recommend that you save the blank form onto your computer, print a blank copy for a "rough draft" and then either type it and print it in one sitting, or type in and print one page or section at a time. *Remember that each time you close the .pdf form, you will lose all the information you typed into it.*
5. Complete all information. Where needed, mark items as "Not applicable" rather than leaving blanks.
6. Be sure to **include all required attachments**. Use the checklist provided with the application. **We will not consider incomplete applications.**
7. Check your work, including spelling and grammar. The neatness and correctness of your work will be considered.

MOST COMMON ERRORS

These are some of the errors we see most often. Many of these errors result in an application not being considered, or scoring too low to receive an award.

Incomplete applications. All questions and sections of the application are important. Don't leave blanks –if an item does not apply, write "Not Applicable." **FOLLOW THE DIRECTIONS** on each section of the application.

"Contact me if you need..." Many applications come missing a required attachment or section, with a notation to contact the applicant if the information is needed. If we didn't need it, we wouldn't ask

for it. It is your responsibility to follow up on these items. We will not contact you for information not included in your application.

“See Attached...” Although we welcome additional material to help us in our decision on your application, please do not use attachments as a substitute for “filling in the blanks” on the application. If information is not included in the application itself, it is very easy for us to miss it in the scoring process, and you could miss getting credit for some of your accomplishments or needs. Please fill in the application first, and then attach any additional material to elaborate if needed. It will be most helpful if you clearly label all supplementary material to indicate the sections of the application they are to accompany. Please do not include attachments not directly related to the information requested on the application.

“Mailed Separately...” We understand that some schools insist on mailing transcripts directly to us, and that other attachments might have to be mailed separately from your main application. Please recognize that there is a risk of these items not being considered in your application. Many applications stating that an eligibility verification or transcript was being “mailed separately” end up going un-considered because the separate materials never arrived. *Please make every effort to obtain all materials in advance and include them under one cover.*

Failing to attach proper financial documentation. A copy of your *PARENTS’* most recent tax return (unless you are no longer a dependent) OR a current copy of your FAFSA Student Aid Report **MUST** be submitted. Too many applicants send only a copy of their own return for a small part-time job. Our awards are based on *need* as well as *merit*. *If you are unable or unwilling to provide this information, please do not apply* –we will not consider your application without it.

Failing to attach required transcripts. Remember that you must send us an official transcript of your *last completed year* of school. If you are currently in your first year of college, a transcript of your *first semester grades* must also be included.

Missing verification of eligibility. You **MUST** submit written verification of your Masonic connection for consideration. This means a copy of your Masonic relative’s *current* Lodge dues card, or a letter from the secretary of your Masonic relative’s Lodge, or a letter from the appropriate Advisor of your Masonic-related youth group must be attached.

Late applications. Every year, we receive dozens of applications in the week following our deadline. Start early enough to complete your application, obtain all the necessary documentation, and get the application in the mail well before the deadline. We will penalize or disqualify late applications.

Failing to complete essays and questions in a thoughtful manner. The content and quality of your writing matters. Most of our awards are highly competitive, and we receive many times more applications than we have awards to give. We are looking for thoughtful, reasoned responses that give us an idea of your personality, abilities, and needs. If you simply write perfunctory answers without giving thought to them, it will show, and will reflect poorly on your chances for an award. Remember, you are communicating your needs and abilities. Give it an appropriate amount of time and effort.

WHAT WE'RE LOOKING FOR

Past applicants have often asked what precisely we are looking for in determining who will receive scholarship awards. Please remember that ours is a very competitive grant program, and that many well-qualified individuals may not receive awards in any given year. Here are the basic areas we look at and minimal standards we require.

BASIC ELIGIBILITY

As all of our scholarships are funded by the generosity of the Pennsylvania Masonic fraternity, a relationship to a Pennsylvania Mason or membership in a Pennsylvania Masonic-sponsored youth group is a basic requirement for all of our awards. Without proof of such a relationship or membership (properly documented), you will not be considered for an award.

ACADEMIC PERFORMANCE

The level of your academic performance and achievements in the past is a major factor in our decision, and the average academic level of applicants is quite competitive. Please note that the academic section of the application specifies a minimum GPA of 3.0 for all applicants. If your GPA is below this level, you **WILL NOT** qualify for an award.

FINANCIAL NEED

Some very academically talented students do not receive awards because of our financial need standards. While we recognize that college is expensive for even the highest income families, we have based our standards on the range of incomes of our applicants. If your family has a large income, relative to the number of people in your household, you should not expect to receive an award. We do consider special financial circumstances if you make us aware of them.

FRATERNAL INVOLVEMENT

Although membership in Masonry or a Masonic Youth Group is not a requirement for receiving an award, it is a significant advantage. Be sure we know about your fraternal activities, as this can be a deciding factor when candidates have similar needs and academic qualifications.

OTHER ACTIVITIES

Although these do not receive major weight in our process, they have certainly made the difference in decisions between highly qualified candidates. Success in outside activities often correlates to success in higher education.

Be neat.

Be complete.

Check your work.

2010 Scholarship Application

INSTRUCTIONS

Applications must be postmarked no later than March 15, 2010.

This is a highly competitive grant program and cannot be given to all that apply. Please type application, or print in ink. Do not use pencil. ***Incomplete applications will not be considered.***

Applications ***WILL NOT BE CONSIDERED*** without each of these items:

All pages of this application, with complete information. Be sure to sign and date the application on the last page.

Original transcript or certified school copy of your most recent completed academic year (high school or college.) If you are in your first year of college, please **ALSO** include a transcript of your first semester's grades.

Proof of Financial Need

A. Copy of pages 1 and 2 of ***your*** most recent U. S. Individual Income Tax Return, IRS Form 1040, 1040A or 1040 EZ. **ALSO**, a copy of the same for ***your parent*** or guardian, if you are claimed by them as a legal dependent. If the current year return has not yet been filed, a copy of the immediate preceding year's return will be sufficient. **PLEASE DO NOT SEND** accompanying tax schedules. They are **NOT** necessary.

OR

B. Copy of your most recent FAFSA Student Aid Report. If the current year return has not yet been filed, a copy of the immediate preceding year's report will be sufficient. This information is available directly from the FAFSA website located at www.fafsa.ed.gov.

A copy of the current dues card of your Masonic relative, ***OR***, a letter of certification from the Lodge Secretary or Worshipful Master of the Lodge of your brother, father, step-father, grandfather or legal guardian; ***OR***, a letter from your Masonic-related youth group or Acacia Fraternity leader, certifying eligibility. **THIS IS NOT A LETTER OF REFERENCE. IT ONLY VERIFIES THAT YOU ARE ELIGIBLE UNDER THE ESTABLISHED CRITERIA.** If you cannot provide this proof of eligibility, include a separate written statement explaining why you cannot do this.

Properly labeled pages containing the completion of any answers in this application, and any additional information you would like the committee to consider.

Mail completed applications to: Pennsylvania Masonic Youth Foundation
1244 Bainbridge Rd.
Elizabethtown, PA 17022-9423

We appreciate your interest in the scholarship program of the Pennsylvania Masonic Youth Foundation. It is a competitive program with a limited number of awards granted to those who meet the necessary criteria, show academic promise and financial need, and properly complete the application. ***Please follow all instructions.*** As a courtesy, all applicants will be notified by mail prior to June 1 whether or not a scholarship will be awarded to them. All information is provided for the sole use of the Pennsylvania Masonic Youth Foundation Educational Endowment Committee. It is retained in a secure location, and ultimately destroyed to preserve your privacy.

Note: it is the policy of the Pennsylvania Masonic Youth Foundation to issue checks payable both to the winners ***and the school***, upon proof of enrollment provided.

2010 Scholarship Application

This is a highly competitive grant program and cannot be given to all who apply. Please type application, or print in ink. Do not use pencil. Incomplete applications will not be considered. Incomplete applications and those not on this *official current year application* will not be considered.

PERSONAL DATA

Name _____

Address _____

County _____

City _____

State _____

ZIP _____

Telephone Number _____

E-mail Address _____

Social Security Number _____

Birth date (mm/dd/yyyy) _____

Age _____

Male

Female

If not currently, have you ever been a resident of Pennsylvania? Yes No Years _____

ELIGIBILITY

To be eligible to receive a scholarship from the Educational Endowment Fund of the Pennsylvania Masonic Youth Foundation, an applicant must be a child, step-child, grandchild, sibling or dependent (IRS definition) of a member in good standing of a Pennsylvania Masonic Lodge (or who was in good standing at the time of his death), or a present or former member in good standing of one of the Pennsylvania Masonic-related youth groups. (Please note that membership in other Masonic bodies in Pennsylvania is irrelevant.) Applicant must be a High School graduate, or a High School Senior who is pursuing higher education. This grant is only applicable to undergraduate tuition and fees.

Name of Masonic Relative _____

Relationship _____

PA Lodge Name _____

Lodge Number _____

If your father is a Deceased Pennsylvania Mason check here

Are you a member in good standing of a Masonic-related youth group? Yes No

Are you a member in good standing of the Acacia Fraternity? Yes No

ATTACHMENT REQUIRED: Certification of eligibility

Attach **one** of the following: A copy of your Masonic relative's current Blue Lodge dues card, **OR** a letter of certification from the Lodge Secretary or Worshipful Master of the Lodge of your Masonic relative, stating that he is a member in good standing or was in good standing at the time of his death; **OR** a letter from your Masonic-related youth group leader certifying that you are a member in good standing. **THIS IS NOT A LETTER OF REFERENCE. IT ONLY VERIFIES THAT YOU ARE ELIGIBLE UNDER THE ESTABLISHED CRITERIA.** If you cannot append one of these, include a separate written statement explaining why you cannot do this.

Check here if attached.

YOUR ACADEMIC RECORD

 Name of High School Attended

 Address

_____ of _____ Salutatorian Valedictorian
 Year Graduated Class Rank Students Check one if appropriate

 Name of College, University, Business or Trade School

 Address

Class in which you will be enrolled: (check one)

- Freshman
 Sophomore
 Junior
 Senior

Current Student Status at College: (check one)

- Enrolled for next year
 Enrolled full-time
 Enrolled part-time

 Major Course of Study

 Minor Course(s) of Study

Do you anticipate transferring or attending a different post-secondary school than the one listed above? Yes No

 If yes, list name of post-secondary school

GRADE POINT AVERAGE: Please provide your cumulative grade point average for your last COMPLETED academic year (as of June): (For example: if you are a High School Senior, provide the G.P.A. from your Junior Year.) Transcripts enclosed MUST evidence this. PLEASE CIRCLE THE G.P.A. or equivalent on the transcript. **NOTE: MUST EQUAL OR EXCEED 3.0 on a 4.0 scale (75%). Also, please list S.A.T. scores for Critical Reading, Writing, and Math**

 G.P.A.

 Scale of G.P.A.

 S.A.T. Crit. Reading

 S.A.T. MATH

 S.A.T. VERBAL

If S.A.T. scores are not available, please explain why.

Is the National Honor Society available at your High School?

Yes

No

Are you a member of the National Honor Society?

Yes

No

If you hold an office in the National Honor Society, list it here.

List other academic honor societies and academic school clubs in which you hold membership (non-academic clubs are to be included in the Other Activities section on page 6):

Please state your primary educational and lifetime goals, in your own words, in paragraph form, using 50 to 100 words.

Describe the most challenging obstacle you have had to overcome and detail what you learned from that experience.

ATTACHMENT REQUIRED: Original transcript

Original transcript or certified school copy of your most recent completed academic year. (High school or college.) If you are in your first year of college, please **ALSO** include a transcript of your first semester's grades. **PLEASE CIRCLE THE G.P.A.** or equivalent on the transcript.

Check here when attached.

YOUR FINANCIAL NEED

Do not leave any question blank. If financial information is not available, provide a reasonable estimate.

Educational Expenses (per year):

Tuition and Fees _____

Transportation _____

Room and Board _____

Books/Supplies _____

Other Expenses _____

Total Expense _____

How much will you contribute?

From Savings and Investments _____

By working during summer _____

By working during school year _____

How much will your parents
/guardians contribute? _____

Other contributions _____

Total Contributions _____

List financial aid (scholarships and grants but not loans) which you have been approved to receive for the next academic term:

List any other expected sources of grant assistance or loans:

List names of dependent children in the family (other than applicant) who are **CURRENTLY ENROLLED** in a *post-secondary school*. (Do not list private elementary or high schools.)

Name	School Attending

ATTACHMENT REQUIRED: Individual Income Tax Return OR FAFSA Student Aid Report

In order to receive consideration you **MUST** attach a copy of pages 1 and 2 of your most recently completed US Individual Income Tax Return (Form 1040, 1040A, or 1040EZ) **and, if you are claimed by them as a dependent, that of your parent or guardian**, or your current FAFSA Student Aid Report. All information will be held confidential, for the exclusive use of the Educational Endowment Fund Committee, and will be destroyed at the conclusion of the selection process. No application will be considered without this information.

Check here when attached.

You may ATTACH A STATEMENT providing any additional explanation of your finances that you feel might help the committee understand your current need.

YOUR FRATERNAL ACTIVITIES

Are you (the applicant) a Pennsylvania Mason? Yes No

PA Lodge Name _____

Lodge Number _____

Are you now, or were you, upon reaching your majority, a member in good standing of any of these Masonic Youth Groups?

DeMolay

Rainbow for Girls

Job's Daughters

Group Name and Number _____

Location _____

Have you served as presiding officer? Yes No

Have you served as a State Officer? Yes No

Explain:

Fraternal honors, awards, or citations received:

ATTACH A STATEMENT providing any additional details of your fraternal activities, only if there is insufficient space above.

YOUR OTHER ACTIVITIES

List memberships in non-academic clubs, civic activities, community, political and religious organizations:

Club/Organization Office Held/Rank/Honor or Award Received

You may ATTACH A STATEMENT providing any additional details of Your Other Activities.

CERTIFICATION

I certify that all information contained herein, or attached, is correct to the best of my knowledge, and I have made no effort to hide pertinent information from the committee.

Signature of applicant

Date

Where did you find out about this scholarship program? (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Masonic Scholarship Resource Guide | <input type="checkbox"/> The Pennsylvania Freemason magazine |
| <input type="checkbox"/> Parents | <input type="checkbox"/> Grandparents |
| <input type="checkbox"/> Masonic Youth Group Leader | <input type="checkbox"/> School Guidance Counselor |

List Other: