



We Serve

Dell Rapids Lions Club

Feb 27, 2015

Lions Club Scholarship Instructions

I. Location: This will be determined by the committee where they want to meet when it is time to decide the scholarship recipient. It will take about 2-3 hours.

II. Bring to Location:

- A. Copies** of the activities and essay portion of the scholarship applications
- B.** Scratch paper for voting if needed
- C.** Pens

III. Frequency of Scholarship:

Once a year start in Jan for scholarship awarded in May. Award amount is \$1,000 for 1 award. Dell Rapids Public, St.Mary's Dell Rapids and Baltic high schools graduating high school seniors are eligible.

IV.Directions for Scholarship:

A. Mail or e-mail the "Inform Schools Scholarship Is Coming" letter to the schools.

- 1. **End of January** e-mail the letters that says there will be a scholarship this year and more information will come at the end of Feb.
- 2. **Dell Rapids Public – 428-5473**
 - a) Guidance Counselor - Jen Ruesink at: Jennifer.Ruesink@K12.SD.US
 - b) 1216 Garfield Ave, Dell Rapids, SD 57022
- 3. **St Mary's Catholic School in Dell Rapids – 428-5591**
 - a) Guidance Counselor – Glen A Kruger at: Glen.A.Kruger@k12.sd.us
 - b) 812 N State Ave, Dell Rapids, SD 57022
- 4. **Baltic School – 529-5461**
 - a) Guidance Counselor – Marilyn Schmitz-Stadem at: Marilyn.Schmitz-Stadem@K12.SD.US
 - b) 1 Bulldog Ave, Baltic, SD 57003

B. Mail or e-mail Scholarship Letter with Eligibility Requirements and Application Form

- 1. **End of February** e-mail/mail letters
- 2. Include the Explain Letter – tells about the \$1,000 award
- 3. Include the Eligibility Letter – tells what the student needs to qualify for the scholarship
- 4. Include the Application – blank application form that the student needs to fill out and submit back to their Guidance Counselor by 2nd Thurs in April.

C. Committee members

- 1. In a Lions Club meeting OR call people & ask for 2-3 volunteers to be on the committee with you to review the scholarships.
- 2. Set up the review meeting for sometime in the 3rd week of April and the time/place where you will meet.

D. Pick Up Applications from Schools

1. **2nd Friday in April** – go to the schools & pick up the submitted applications from the guidance counselors the Friday after the Thurs due date.
2. No exceptions, once picked up no more applications will be allowed.

E. Scholarship applications

1. Make copies of the activities and essay portion of the original applications so as to be anonymous - chairperson removes all personal information and reference to the name of their school or town. The copies should be completely anonymous.
2. Chairperson then numbers the original application and uses the same number for that copy.
 1. Copies only with numbers on them are then brought to the committee meeting for review. **3rd week of April**, the Scholarship Committee meets to review the top 3 choices of each member.
 2. Award is chosen based on community service. (We do not look at grades or how many sports they are in. This is a community service award.)
 3. Each committee member is to then choose their top 2 candidates from all the applications.
 4. The committee will then vote on the #1 choice from the top 2 list.

F. When applicant is chosen:

1. **In April**, e-mail the school counselors of each of the three schools. Let 2 schools know that the winner was not one of their students & thank them for their entrants. Notify the other school & let their counselor know who the winner is & request them to forward the information on to the student with the invite to the Lions Club Banquet at the beginning of May. Also ask for the information regarding their National Honor Society Banquet so the certificate can be presented to the winner.
2. **In April**, mail the winner a letter inviting them to the to the Lions Club Banquet in May along with the School Confirmation is Required letter. This is to request their presence and their 2 parents at a Lions Club banquet for a presentation. Lions Club will buy the winner and their parents a meal where the meeting is held. (Lions Club pays for a total of 3 meals.) The winner will read his/her essay at the banquet. The School Confirmation Letter is to request confirmation information of their enrollment in an eligible institution (student ID, school name and Address). Recipient must confirm higher education enrollment by the last business day of the year that the scholarship was awarded in. (ie. Awarded May 2013, confirmation needed by Dec 31, 2013)
3. **Print out a Certificate** with the recipient of the award and all information on it regarding the scholarship. Make sure to have the Lions Club President sign it. Make sure Lions Club president has the award presentation on the Agenda for the meeting and has someone there to take pictures for the newspaper for PR. Write up a letter to be sent to the paper regarding the scholarship and the winner. Send a picture & the letter to the local paper for publication.
4. **In May**, the award is announced during recipient's school Honor program. You must notify the school of the winner to make sure they invite this person to their program.
5. If enrollment in school confirmation is not received by the last business day of the year (Dec), the scholarship is forfeited.

V. Money Awarded:

- A. Check is written out to the institution applicant is attending for \$1,000 and mailed to institution along with an explanation letter to institution.
- B. A copy of the institution letter needs to be mailed to the recipient so they know that the check has been mailed to their school.

VI. Expenses – all items should have receipts turned into the Lions Club for reimbursement

1. Copies of – applications
2. Paper/ink and envelopes, postage for letters if any
3. Printing – certificate
4. Meal – 3 people at Lions Club meeting (recipient and 2 parents)



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Scholarship Check List – 2013

Done	Date	Description
	Jan 8 - Thurs	Ask for volunteers to be on the Scholarship committee
	Jan 23 - Fri	E-mail Inform Schools scholarship Is Coming letter to schools (Dells Public, St Mary's & Baltic)
	Feb 16 - Mon	E-mail Explain letter to schools (Dells Public, St Mary's & Baltic) Include Eligibility Form Include Application Form
	April 9 - Thurs	Due Date for applications to be turned in to each school's counselor
	April 10 - Fri	Pick up all applications from schools (Dells Public, St Mary's & Baltic)
	April 10 - Fri	Make copies of all applications & block out the personal information. Get ready for committee meeting next week.
	April 14 - Tues	Committee meets to review applications & choose award recipient.
	April 15 - Wed	Mail Club Meeting Invite letter to winner & request Phone call RSVP. E-mail notification to counselors of winner at one school & not chosen at the other 2 schools.
	May 7 - Thurs	Introduce winner & parents at Lions Club Awards banquet. Lions pay for meal of winner & 2 parents. Winner will read their essay. Take a picture of winner and chairman at meeting.
	May 7 - Thurs	Submit newspaper release and picture of winner & chairman to Dell Rapids Tribune paper for publication.
	May 5 - Tues	Chairman presents certificate award to the winner along with picture form Lions Club Banquet at the National Honors Society Awards banquet for that school.
	June 26 - Fri	Mail Lions Scholarship School Confirmation Required letter if student has not given us their student ID, school name and address yet.
	Dec last work day of the year	Recipient has to send Lions Club confirmation of enrollment at institution of higher learning BEFORE check can be written out to institution. (Need student ID, Name & address of school).
	Date determined when recipient sends confirmation.	When confirmation is received, mail Check with Winner Notice letter (and actual \$1,000 check from club treasurer) to institution. Please make sure to send a copy of the letter to scholarship winner.