

## Michigan Elks Charitable Grant Fund “Gold Key” Scholarship Pre-Application Check List

Thank you for taking the time to apply for the Elks Gold Key Scholarship there are few things you will need to gather before filing out the online application. You will be uploading documents after you submit your application so this check list will help you get ready to properly fill out the application. Please print this form and use it as a check list.

You will need

- High School Transcript
- Letters of recommendation from three individuals such as teacher, counselor, special education contact or any other responsible adult who will be submitting information. None of these people should be related to the applicant. The accompanying letters must include: how long they have known the applicant and in what capacity, ability, work habits, leadership, personality and integrity attributes. The letters should also include a frank evaluation of the applicant's character, sincerity of purpose, appropriateness of goals, and an educated estimate of applicant's probable success in college/vocational school period. The letters must be uploaded to [mhdbowman@gmail.com](mailto:mhdbowman@gmail.com) after the application has been submitted.
- Current IEP information or letter from your physician relating to any special needs
- Parent Income information (this portion needs to be filled out by the parent and signed)
- A parent statement of not more than 200 Words, Describing your family obligation, resources, and need for financial assistance. (This may be cut and pasted into the application or emailed with the letters of recommendation)
- The name and number of your local lodge (contact your local lodge for these details)
- The name of your local Exalted Ruler

Email the documents after submission of the form to [mhdbowman34@gmail.com](mailto:mhdbowman34@gmail.com) no later than December 1<sup>st</sup> of this year.

Thank you again for applying.