

**Information and Suggested Procedure When Completing a
SHERWOOD PARK ELKS
Scholarship Application**

1. Fill in all the blank spaces on the application form; indicate if *not applicable* to your circumstances.
2. It is essential that you include your **final grade** transcript (of last school attended) and the letter of acceptance to the school or faculty you will be attending or information confirming your scheduled classes. Photocopies are acceptable.
3. It is important that you include a color photograph of yourself on photographic paper, suitable for reproduction; this may be used in our local and national magazines if you are a winner. Photographs will not be returned.
4. In the section entitled "*Also enclose a resume of yourself answering the following*" it is very important that you answer all eleven of the requests. Answer in as much detail as possible. The information that you provide is what the '*selection committee*' bases their decisions on.
5. Each request and question carries a numerical value so it is vital that you answer all requests/questions to ensure you will receive the highest marks possible in your bid to receive a scholarship.
6. Answering the questions in point form, i.e. 1 to 11, clarifies your answer for the '*selection committee*'.
7. SHERWOOD PARK ELKS must receive applications for scholarships by August 31st of each year. Applications can be submitted electronically to Heather.McLeod@eips.ca, cc'ing heathermcleodhr@gmail.com and sherwoodparkelks@gmail.com.
8. Your application package should include; the completed form, your final grade transcript, resume of yourself (answering questions 1 to 11) and a photograph of yourself.
9. Residents of Alberta who will be studying in Canada may apply for a scholarship, however recipients may receive a SHERWOOD PARK ELKS scholarship only once.
10. If you have previously applied for a SHERWOOD PARK ELKS scholarship and have not received one you are welcome to apply again.
11. One scholarship of \$400.00 each, are given out annually.
12. All applicants will be notified as to their standing in the competition, this may be late September or early October.
13. How did you become aware of our Scholarship program? _____