

INSTRUCTIONS

FOR COMPLETING
KANSAS KIWANIS FOUNDATION
2010-2011
**HIGH SCHOOL STUDENT
SCHOLARSHIP APPLICATION**

(KKF Form 100)

Kiwanis Clubs are service organizations, and therefore are interested in recognizing young people who are service oriented. The twenty plus scholarships awarded each year are evaluated on several factors, primarily SERVICE and ACADEMIC PREPARATION. Other factors taken into consideration are life goals, activities, need, recommendations and membership in service organizations.

GENERAL INSTRUCTIONS:

1. Download and fill out the application completely in the space provided, following the instructions provided below. All entries must be typed or printed legibly. Applications submitted must be page for page the same as the original file downloaded from the web. Size of font used to complete the application can vary, as long as it is legible.
2. Previous editions of the application form are obsolete and will not be considered.
3. Do not attach any additional pages to this form except the Official Transcript from your high school (Section XII). **Any other attachments shall cause your application to be disqualified!** Answer all questions in the space provided.
4. Completed application along with the required letter of recommendation must be postmarked not later than February 1, 2011 and be mailed to
Secretary
Kansas Kiwanis Foundation, Inc.
P.O. Box 524
Colby, KS 67701-0524
5. Use the following instructions to complete the sections of the application.

Page 1 **SECTION I: Personal Information**

- a. Enter your full name as it appears on your transcript(s).
- b. Enter your permanent, legal home address including your telephone number.

SECTION II: Key Club Certification

- a. If you are a member of a Key Club enter the name of your club and the number of years you've belonged.. (If you are not a member of a Key Club, leave this space blank. You do not have to be a member to apply.)
- b. Enter the offices, if any, you have held in Club, Division, District or International Key Club. Example: Pres/05, etc. If no offices were held, leave this space blank.
- c. This line is to be signed by Key Club Faculty Advisor, District Key Club Administrator or the Secretary of the local Kiwanis Club. One of them **MUST SIGN** this certification to verify your membership in good standing. It is to be completed **ONLY** if you are a member of Key Club.

SECTION III: Parent or Legal Guardian

- a. Enter the name of your parent(s) or legal guardian and their relationship to you.
- b. Enter the address of your parent(s) or legal guardian including telephone number.

c. Enter the primary occupation, not employer, of your parent(s) or legal guardian (i.e., teacher, rancher, minister, etc.)

d. Either a parent or your legal guardian **MUST SIGN** this space. **UNSIGNED APPLICATIONS WILL BE DISQUALIFIED!**

SECTION IV: Kiwanis Club Membership

a. If your parent(s) or legal guardian is a member of a Kiwanis Club, enter the name of the Club. If they are not a member of a Kiwanis Club, leave this space blank. **They do not have to be a member for you to apply.** If neither parent is a member, skip this section.

b. Enter the offices your parent(s) or guardian have held in Kiwanis including Club, Division, District or International. Example: Pres/98, Lt. Gov/04 etc. If no offices were held leave this space blank.

SECTION V: Scholarship To Be Used At The Following Institution

a. Enter the name of the college or university you are planning on attending.

b. Enter the address of that institution.

Page 2 SECTION VI: Educational History

Follow the instructions on the sheet. Fill out the part above the dotted line before taking it to your school counselor or other school official. Take an envelope with your name on the outside for him/her to seal this page and an official transcript in once it is completed.

SECTION VII: Recommendation of School Official

It is **MANDATORY** that this section be **completed** and **signed** by an official of your high school in the space allotted on the application. **Failure to complete this section shall cause your application to be disqualified.**

Page 3 SECTION VIII: Achievements

a. Activities. Enter the best activities you have participated in while attending high school. These may include, but not be limited to such activities as Key Club, student government, academic clubs, etc.

b. Awards and Honors: Enter awards and honors you have received while attending high school. Include when and by who they were awarded. These may include, but not be limited to academic awards, honor societies, leadership and service awards, school letters, etc. Use only the space provided.

SECTION IX: Community Service

List the best service activities you participated in while attending high school (last 4 years). Include the names of specific service projects, the duration of each (number of years, weeks or days), the total number of service hours you worked on each project, and if the project was one originated by you, a club, a church, or a class, etc. Be specific. Do not group projects and label them "various club projects" or "X club projects."

Service which does not qualify to be included: Paid or stipended service, any fundraising in which nothing was given in return for funds, lobbying, religious instruction, conducting worship services, engaging in any form of proselytizing, efforts directed to serve only a family member. Serving as an officer of an organization does not qualify as a service project.

Page 4 SECTION X: Expectations

Write a brief but specific essay on each of the topics listed. Use only the space provided.

SECTION XI: Financial

Write a concise answer to each question in the space provided and list the items asked for. List ALL members of your family living at home, or currently enrolled in college, including yourself, and the age of each.

SECTION XII: Transcript

An official copy of your high school transcript must be attached to your application. Your counselor or registrar may give it to you in a sealed envelope. If so, leave it sealed, and attach the envelope to your application.

SECTION XIII: Applicant's Statement

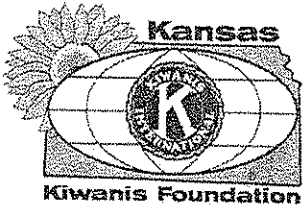
In this section you are agreeing to four requirements necessary to qualify for a Kansas Kiwanis Foundation scholarship and certifying that the information you have provided is, to the best of your knowledge, true and correct. If, after reading this statement you agree, sign and date the application.

FAILURE TO SIGN WILL CAUSE YOUR APPLICATION TO BE DISQUALIFIED.

Page 5: Letter of Recommendation

Give page 5 to a community, religious leader, employer, or neighbor, other than a person affiliated with your school. They may use the page for their letter, or use a letter head, but be sure to give them page 5 when you ask them to write your letter of recommendation.

**Read and follow these instructions precisely.
Applications which do not follow
instructions to the letter will be disqualified
and will not be considered for a scholarship.**



Kansas Kiwanis Foundation, Inc.
2010-2011
High School Student Scholarship Application
 (KKF Form 100)

| |
|--------------------------|
| OFFICIAL USE ONLY |
| Application # _____ |
| Division _____ |
| Date Rec'd _____ |

THIS APPLICATION FORM TO BE USED BY HIGH SCHOOL STUDENTS ONLY!
 COLLEGE STUDENTS USE KKF COLLEGE SCHOLARSHIP APPLICATION FORM 101

The Kansas Kiwanis Foundation is proud to offer scholarships to deserving students who are graduates of Accredited Kansas High Schools. Should special circumstances exist they will be evaluated on a case-by-case basis to determine eligibility.

Fill out this application **completely** following the instructions provided with this form. **Failure to do so shall result in your application being disqualified!** If an instruction sheet was not provided, ask the source of this form for one or you may go to <http://ks.kiwanisone.org> then click on the Kansas Kiwanis Foundation on the left side.

1. Previous editions of this form are obsolete. **Use of any other edition shall result in your application being disqualified.**
2. You do **not** have to be a member of a Key Club to apply.
3. Mail application and required letter of recommendation to Secretary, Kansas Kiwanis Foundation, P.O. Box 524, Colby, KS 67701-0524
4. Application **MUST** be postmarked not later than **February 1, 2011** for your application to be considered.

SECTION I. Personal Information:

a. Name: _____

b. Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

SECTION II. Key Club: (complete only if a Key Club member)

a. Member of the _____ Key Club. Number of years _____

b. Office(s) Held/Year: (1) _____ / _____ (2) _____ / _____ (3) _____ / _____ (4) _____ / _____

c. I certify that the above named applicant is a member in good standing of Key Club of _____

d. Signed: _____

Key Club Faculty Advisor, District Key Club Administrator or Local Kiwanis Club Secretary (Circle one)

SECTION III. Parent or Legal Guardian Information:

a. Name _____ Relationship to applicant: Father ___ Mother ___ Guardian ___

b. Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

c. Occupation: Father _____ Mother _____ Guardian _____

d. Signature of Parent or Guardian: _____

SECTION IV. Kiwanis Club Membership:

a. If member of Kiwanis, the club of _____

b. Office(s) Held/Year (1) _____ / _____ (2) _____ / _____ (3) _____ / _____ (4) _____ / _____

SECTION V. Scholarship To Be Used At The Following Institution:

a. Name of Institution: _____

b. Address: _____

SECTION VI. Educational History

Student: Fill out the information above the dotted line before taking it to your school counselor. Do NOT cut on the dotted line. Take an envelope with your name on the outside for him/her to seal this page in once it is completed.

Student Name _____

Name of School from which you will receive your diploma: _____

Years attended: From: _____ to: _____ School Address _____

Name of School Counselor: _____

.....
SECTION VII. Recommendation of School Official

Counselor: please complete the following evaluation of this student. Do Not attach a letter of recommendation. Please seal this page and an official transcript into an envelope if returning to the student to mail. If your office mails completed scholarship applications for students there is no need for the added envelope.

GPA: _____ based on a _____ scale. Class Ranking: _____ of _____

ACT/SAT Composite Score _____

Did this student complete the Kansas Regents Qualified Admissions Curriculum? Yes [] No []

A school official must complete the following for this application to be considered. This student is applying for a scholarship, and we use the information in selecting recipients. Due to Federal Legislation the student may request and be given permission to see your recommendation.

Please evaluate the applicant's personal qualities

| PERSONAL QUALITIES | Truly Outstanding | Excellent | Good | Average | Below Average | No Basis for Judgment | Comments |
|--------------------------------|-------------------|-----------|------|---------|---------------|-----------------------|----------|
| Motivation | | | | | | | |
| Leadership | | | | | | | |
| Dependability / Responsibility | | | | | | | |
| Cooperation | | | | | | | |
| Intellectual Curiosity | | | | | | | |
| Ability to work independently | | | | | | | |
| Initiative | | | | | | | |
| Self-Discipline | | | | | | | |
| Integrity / Honesty | | | | | | | |
| Resilience | | | | | | | |
| Maturity | | | | | | | |
| Emotional Stability | | | | | | | |
| Social Adjustment | | | | | | | |
| Concern for Others | | | | | | | |

Please mark the basis for your ratings. You may mark as many as apply.

____ Records and Reports ____ Personal acquaintance ____ Casual Contacts ____ Counseling contacts
 ____ Committee Evaluation ____ Other _____

Has/does this student:
 had disciplinary problems in school? Yes [] No [] have any special health or physical problems? Yes [] No []
 had disciplinary problems in the community Yes [] No [] have any learning disabilities Yes [] No []

Do you recommend this student for admission to an institution of higher education? Yes [] No []

Any comment you would like to make on behalf of this student:

Signature and Title _____ Date _____

SECTION VIII. Activities: confine lists to the space provided

a. Activities while in High School: Use the following format when listing activities:

Activity (Explanation of activity if now well known or obvious), Duration (Years, Weeks, Days of activities)

| <i>Example:</i> | |
|---|---|
| Student Council, FFA Representative 1 year, V.P. 1 year, Pres. 1 year | Meetings one hour long, every other week during school. |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

b. High School Awards and Honors: Use the following format when listing activities:

Award / Honor (explanation of award if not well known or obvious, year(s) received, source of award)

| <i>Example:</i> | | |
|--------------------------------------|-------------|------------------------------|
| Prudential Spirit of Community Award | Junior year | Prudential Insurance Company |
| | | |
| | | |
| | | |
| | | |

SECTION IX. Service Performed. Use this format when listing Service:

Specific service or service project, duration (years, months, weeks), total number of service hours involved, origination of the projects (Club, Church, class or individual) Do not group projects.

Service which does not qualify to be included: Paid or stipended service, any form of fundraising, lobbying, religious instruction, conducting worship services, engaging in any form of proselytizing, efforts directed to serve only a family member and serving as an officer of an organization.

| <i>Example:</i> | | | |
|--|---------|---------------|----------------|
| Volunteer in pediatrics ward of St. Francis Hospital | 3 years | 297 hrs total | Self initiated |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

SECTION X. Expectations: Answer all questions in the space provided; be specific.

a. If you could only give one piece of advice to someone younger than yourself about how they can achieve their life goals, what would that advice be? Expound about it.

b. Where do you expect to be in 15 years, why and what obstacles (disregarding finances) do you expect in getting there?

SECTION XI. Financial : What is the yearly cost of attending your chosen school?

How do you plan to finance your education?

List summer and academic-year jobs you have held since entering high school.

List ALL members of your family living at home, or currently enrolled in college (including yourself) and their ages:

Father _____

Mother _____

Yourself _____

SECTION XII. Transcript

Ask your counselor to furnish an official copy of your high school transcript for this application. He/She may include it in the envelope with page 2, or they may simply attach it if their office mails scholarship applications for students.

SECTION XIII. Applicant's Statement

In submitting this application I certify that:

- a. I will be a full-time student at the educational institution I attend;
- b. I will use the proceeds of this scholarship for the payment of tuition, required fees, room, board and or required material/books.
- c. I agree to release my grades to the Kansas Kiwanis Foundation and I will request a copy of my official transcript(s) be mailed with this application;
- d. I will attach one (1) Letter of Recommendation (page 5) from a community or religious leader or neighbor (other than a person affiliated with your school) and,
- e. That the information submitted with this application is, to the best of my knowledge, true and correct.

SIGNED: _____ Date: ____ / ____ / 2011

Letter of Recommendation

Give this sheet to a community, religious leader or neighbor (other than a person affiliated with your school)

Attention Letter Writer: We will have a copy of the student's transcript. He/She will list activities, awards, honors, and service performed. What we would like from you are comments on the student as a person, and the person as a student. Please include in what roll you are familiar with the student. You may use this page for your letter, or use a letterhead instead.

=====