



# EARL COLLINS FOUNDATION

## MISSOURI-ARKANSAS DISTRICT, KIWANIS INTERNATIONAL

FUNDS PROVIDED FOR SCHOLARSHIPS, BUILDERS CLUBS, KEYCLUB, CIRCLE K

### INSTRUCTIONS FOR 2004-2005 CLUB PRESIDENTS

**YOU** and your club will determine whether seniors from high schools in your area have the opportunity to apply and be considered for an Earl Collins Foundation Scholarship award. You can help to improve our program and insure an opportunity for the students if you will:

1. Promptly distribute the "Application Packets" when received from your Division Earl Collins Foundation Trustee.
2. Ensure that the Counselor or individual assisting students with scholarship applications understands our program and the deadline for submitting an application, and that potentially qualifying students are informed about our program.
3. Immediately appoint a special committee (three members suggested) to handle this project, or assign it to a standing committee.
4. Ensure that the committee understands the Foundation Program. If there are any questions, your Division Foundation Trustee will assist you.
5. Do not consider applications from candidates who do not meet the "College Academic Readiness" qualification and/or the application to an "Accredited Institution of Higher Learning" qualification set forth on page 1 of the application packet, or incomplete applications.
6. Do not count the **ACT** score when grading applicants.
7. Use the grading/rating form furnished on the opposite side of this sheet, or one furnished by the Division Earl Collins Foundation Trustee.
8. Complete your screening/rating process by **DECEMBER 10, 2004**.
9. Forward your rating sheet(s) which list all applicants to your Division Earl Collins Foundation Trustee **NO LATER THAN DECEMBER 17, 2004**. Clearly identify your number 1, 2 and 3 candidates. Include the application and supporting data for your number 1, 2 and 3 applicants.
10. Complete and sign the Club Grading Form, showing Applicants, Finalists and Scholarship Application Information.
11. Consider all applicants for your club's scholarship program, if it has one.
12. Send a thank you letter and return the applications to non-successful, qualifying applicants.

Thank you for helping make the Earl Collins Foundation Scholarship program meaningful and available to more students in the Kiwanis Missouri-Arkansas District.

The Earl Collins Foundation Scholarship Committee



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## 2004-2005 Earl Collins Kiwanis Foundation Scholarship Club Grading Form

#	NAME	ACT Score	Achieve #1	Volun #2	Honors #3	Career #4	Letters #5	Fin/Need #6	Bonus #7	Total 1 thru 7
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

### List Three Club Finalists in rank of order

#	NAME	ACT Score	Achieve #1	Volun #2	Honors #3	Career #4	Letters #5	Fin/Need #6	Bonus #7	Total 1 thru 7
1.										
2.										
3.										

### SCHOLARSHIP APPLICATION INFORMATION

1.	Number of Club's applications	
2.	Number of High Schools participating	

President's Signature \_\_\_\_\_ Date \_\_\_\_\_

Club \_\_\_\_\_ Division \_\_\_\_\_