

## Kiwanis/Key Club Scholarship Guidelines

1. Read the application and instructions **BEFORE** you complete each section.
2. Edit Footer by replacing APPLICANT NAME with your name. You must attach:
  - a. General Application form
  - b. one (1) sheet for your Key Club activities signed by sponsor
  - c. one (1) sheet for your religious, volunteer, and community activities signed by sponsor, minister, or community supervisor who observed activities
  - d. one (1) sheet for your essay
  - e. two reference letters (no more than 2 pages in length for each letter)
  - f. official high school transcript for freshman year through the first semester of senior year
3. Please omit the Guidelines and Scoring Matrix pages when printing your Application. These pages are for your information.
4. When preparing your sheets about activities, list in chronological order including the estimated number of hours you spent each year on the activity.
5. Applicant should submit **4** copies of the complete application packet **in separate sealed 9x12 envelopes**. Applicant should put their name on a small label in the **lower left corner** so that the Scholarship Committee can use address labels to deliver to the judges if necessary. Application packets must be received by the Key Club Sponsor or School Counselor by 3:15 PM on **April 27, 2018**.
6. Scholarship Eligibility:
  - a. Applicant should submit complete (see #2 above) and typewritten or computer printed Application Package by the deadline. **Completeness and whether directions were followed will be considered in scoring.**
  - b. Applicant must be a SCHS Key Club member in good standing (has paid Dues and appears on Official Membership Roster).
  - c. Applicant must be a graduating senior who is planning to attend an institution of higher education, i.e., community college, four-year college, university, technical school, or vocational college.
7. Selection Process:
  - a. The Scholarship Committee of the Kiwanis Club of Columbiana will select Judges, who shall remain anonymous.
  - b. The Key Club Sponsor will forward the sealed application packets to the Scholarship Committee who will distribute to the Judges.
  - c. The Judges will return their score sheets to the Scholarship committee, who will then tally the scores. The scores will be kept confidential.
8. The Kiwanis Club of Columbiana will present a Certificate to the recipient during the Awards program prior to graduation.
9. Funds will be disbursed directly to the educational institution or to the recipient upon receiving receipts for registration fees, books, or other expenses directly related to the educational experience.

**SCHS Key Club Scholarship Application**

**Full Legal Name:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Anticipated Institution You Expect to Attend:** \_\_\_\_\_

**Have you already been admitted to this institution?** \_\_\_\_\_

**Key Club Activities (List all Key Club Activities for each year that you were a member by Year)**

- 1. Freshman
  - a.
- 2. Sophomore
  - a.
- 3. Junior
  - a.
- 4. Senior
  - a.

Key Club Sponsor Signature: \_\_\_\_\_

**Extracurricular School Activities (List Chronologically for all 4 years of High School by Group/Club)**

**NOTE: The information below is to show desired format, edit to your needs and delete this line**

- 1. FFA
  - a.

Signature of Sponsor: \_\_\_\_\_

- 2. FCCLA
  - a.

Signature of Sponsor: \_\_\_\_\_

**Extracurricular Community Activities (List Chronologically for all 4 years of High School)**

List non-school related club(s) and/or organizations here, particularly those where you held leadership roles

NOTE: The information below is to show desired format, edit to your needs and delete this line

Shelby County 4-H

a.

Leader Signature: \_\_\_\_\_

2. Your Church

a.

Leader Signature: \_\_\_\_\_

**Employment (Chronologically list all jobs you have held while in High School)**

Include the Employer, name of your supervisor, brief job description and dates you held the job

1. 1<sup>st</sup> Job

2. 2<sup>nd</sup> Job

Prepare a one page essay to describe a community member who has influenced you to volunteer your time to support a worthwhile community service. Include which service you have done and what intrinsic rewards you have received from YOUR service. **Be sure to start your Essay at the top of a page.**

## Matrix for Scoring Applications

**Scoring will be on a 6-point scale. 6 = Superior, 5 = Outstanding; 4 = Excellent;  
3 = Above Average; 2 = Good; 1 = Average**

(Both, the students who apply and raters, will be provided a copy of the blank matrix for scoring the application. Ratings will be done simultaneously and independently with the scholarship committee compiling and recording totals. Raters will be selected from outside the Columbiana Kiwanis Club membership list. Raters will be anonymous except to the scholarship committee of the Kiwanis Club. No scores will be distributed in any manner)

Criteria	Rater 1	Rater 2	Rater 3	Total
<b>Application</b>				
All items included				
Instructions were followed				
Number and quality of Extracurricular activities				
Number and types of jobs indicate increasing levels of responsibility as student matured				
<b>Essay</b>				
Grammar				
Spelling				
Punctuation				
Clarity				
Persuasive				
Thorough				
Thoughtful				
Descriptive				
Insightful				
Comprehensive				
<b>Key Club Activities</b>				
Number, Frequency				
Quality				
Consistency				
<b>Volunteer/Community/Religious Activities or Service</b>				
Amount of time per year				
Effect on lives of others				
Quality of services provided				
Demonstrates humanitarianism				
<b>Letters of Reference</b>				
Specific leadership traits addressed				
Positive personal qualities stated				
Future community contributions anticipated and why				

