

McCaulay Memorial Masonic Fund INSTRUCTION PAGE

Please note: All deadline dates and other requirements will be strictly enforced each semester. All cut-off dates and requirements are the responsibility of the applicant. Failure to follow these procedures including using the approved application and income/expense form will result in denial for that semester. The deadlines are: July 1 for the Fall Semester, December 1 for the Spring Semester, and May 1 for any Summer Semester.

The procedures (each semester) are as follows:

1. **Interview:** The applicant will be assigned a current board member (list attached) to call each semester in order to conduct an interview. The board member will conduct the interview between the time they receive the application from the Scholarship Chairman and before the board meeting.
2. **Application:** Before the interview and on or before the cut-off date, the applicant shall mail, e-mail, or fax a completed application form to the Scholarship Chairman (see attached list). For each semester, these forms must include: fully completed application, income/expense report, a copy of last year's filed tax return (if not on file), and essay and be received by the Chairman by the cut-off date. Board members must receive all forms from the Chairman prior to the interview (suggest the interview be a minimum of one week after the cut-off date but prior to the board meeting).
3. **Income/Expense Report:** The application shall include a completed income/expense report and copy of last year's filed tax return (if not on file). The income and expense report should be consistent in that the income and expense should be annually. Note: **this is not a budget, it is an estimate of actual income and expense.**
4. **Essay:** The application shall include a separate, typed 250-word essay explaining the following: Major and current status, past semester's academic achievements, career goals and steps to achieve those goals, and describe where you see yourself in five years. The impression this essay conveys to the committee is **important**.
5. **Grades & Registration:** The applicant shall provide grade reports soon as possible from the last semester and a copy of the completed registration for the semester applied to the Scholarship Chairman. The grade reports and registration must be received and examined prior to the release of funds for the next semester. Only full-time students will be considered for the full scholarship amount.

It is highly recommended that all applicants also apply for Free Application for Federal Student Aid (where applicable)—<http://www.fafsa.ed.gov/> and Masonic Home—<http://www.mhstx.org/> (**look under program services and then college scholarships** for additional assistance.

There is no set amount of funds guaranteed semester to semester. *The scholarship amount is determined by the board and may vary due to factors that include the number of applicants and available funds.* If you need assistance regarding these procedures, please feel free to call any board member.

Sincerely,
McCaulay Memorial Masonic Fund Board

Form Effective Date 5/16/10

Application for Scholarship McCaulay Memorial Masonic Fund

Application

Semester _____

Year: _____

Personal Information-Print Legibly

Name: _____

Date: _____

Social Security #: _____

AC &
Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail: _____

Education

Years at the Home From: _____ To: _____

College/Trade School attending/will be attending: _____

Major: _____ Total credit hours earned to date:

Additional hours required for degree: Expected Graduation Date: _____

Essay

(See Instruction Page) The impression this essay conveys to the committee is **important** so spend some time on it.

Income/Expense Report & Copy of Last Year's Filed Tax Return (if not on file)

Personal Interview

(See Instruction Page) This application, the essay, and income/expense report (including copy of last year's filed tax return) must be received by the Scholarship Chairman and dispersed to the board prior to the interview. A board member will be assigned to each applicant for interviews.

Grade Reports

First time college/trade school: no grade reports are necessary. All others: Last semester college grade reports (copies are acceptable). (See Instruction Page)

**Please note that grades are only one of several factors considered in awarding financial aid. Other accomplishments may carry more or less weight than the grade report.*

Current Proof of Registration

A copy of completed registration for the semester applied. (See Instruction Page)

Other Applications Made To (check all that apply):

FAFSA Masonic Home Other _____

McCaulay Memorial Scholarship Fund
(Complete & attach copy of last year's filed tax return)

Income/Expense Report for _____
(name of applicant)

Semester & Year of Application _____

Be consistent/Annually on both income and expense

	<u>Family Income</u>		<u>Family Expense</u>
Job	_____	Rent/Mortgage	_____
Other Scholarships	_____	Utilities	_____
Family Assistance	_____	Auto Payment	_____
Grants/Loans	_____	Auto Expense/Maint, Gas	_____
Government	_____	Auto Insurance	_____
*Other	_____	Food, Personal Supplies	_____
Total Income	_____	*Loans	_____
		*Credit Cards	_____
<u>*Details on Other Income</u>		Medical	_____
		Life/Health Insurance	_____
		Entertainment	_____
		*Other	_____
		Total Expense	_____
		Tuition, Books	_____

- Details on Loans, Credit Cards, and Other

**McCaulay Memorial Masonic Fund Officers and Board Members
(As of July, 2009)**



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