

EDUCATION BOARD  
GRAND CHAPTER OF NEW MEXICO  
ORDER OF THE EASTERN STAR

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**Revised Oct. 2017**

GRAND CHAPTER OF NEW MEXICO  
ORDER OF THE EASTERN STAR  
EDUCATION BOARD

POLICY

Grand Chapter By-Laws, Article VI, Duties of Standing Board, Section 3, Education

- (a) To receive and review all applications
- (b) To direct the Board of Grand Trustees to disburse designated scholarship funds to recipients selected by this Board.
- (c) To formulate a policy and develop guidelines for the use of this Board.

Board of Grand Trustees Policy 17 Section II– EDUCATION

The Education Board was established to give financial assistance to eligible students to further their education. This assistance in the form of scholarships as voted at the 1999 Grand Chapter Session. The fund is maintained through donations.

Applicants are chosen without regard to any restrictions based on race, color, creed, or sex and will be judged solely on need and outstanding abilities. They are not required to be members or related to members of the Order of the Eastern Star.

An applicant must have and maintain a minimum 2.5 grade point average, have the equivalent of a GED or High School diploma, and must enroll as a full time student at a college, university, or technical-vocational institute.

An applicant must have been a full time student within the last five years and be a resident of New Mexico.

The Education Committee of the sponsoring Subordinate chapter should investigate requests for educational scholarships through personal interviews.

The District Chairman of the Education Committee may assist with the investigations. Chapter Committee members must approve all applications. This should be done without undue delay. Monies will be disbursed once a year by July 1<sup>st</sup>.

The awards will be limited according to the monies received for the Education Board at any time. Each application received must then be approved by the Education Board before being presented to the Board of Grand Trustees.

A copy of the Education Board's guidelines shall be included in the Board's report given at the January meeting of the Board of Grand Trustees.

The Chairman of the Education Board, or their appropriate representative, shall present a report of all applications received and all associated recommended actions at the mid-year meeting of the Board of Grand Trustees.

The Chairman of the Education Board will forward approved applications through the Chairman of the Board of Grand Trustees to the Grand Secretary for payment.

The Chairman of the Education Board, or their appropriate representative, shall present a report of all actions of the Board to the Board of Grand Trustees at the pre-session meeting and/or at any other time as requested.

**Revised 2013**

Deadline for submission of applications to the Chapter Education Committee is January 31 or selected date by Committee.

Approved application sent to Education Board Chairman by March 1.

**Revised Oct, 2017**

EDUCATION BOARD  
GRAND CHAPTER OF NEW MEXICO  
ORDER OF THE EASTERN STAR

Guidelines for Procedures/Duties of Chapter Education Committee

1. Assist each applicant in preparing his/her application for scholarship assistance, assuring that ALL items on the application form are complete, that his/her most recent transcript and three (3) letters of recommendation are included.
2. Investigate each applicant by personal interview. Each application must be evaluated on its own merit. Complete the Interview/Evaluation Form (2-1) which is to be signed by each Chapter Committee member.
3. Complete the Check Sheet. (Verify the address of the Financial Office on application.)
4. Prioritize the approved applications assigning a number one (1) as the highest priority.
5. Complete the Transmittal Letter Form (1-1).
6. Forward three (3) copies of the approved application along with Form 1-1 and Form 2-1.
7. Perform such other duties as pertain to your office.

**Revised Oct. 2017**

GRAND CHAPTER OF NEW MEXICO  
ORDER OF THE EASTERN STAR  
EDUCATION BOARD

INSTRUCTIONS TO AID IN COMPLETING APPLICATION

1. The applicant need not be affiliated with Eastern Star or Masonic bodies. Applicants will be judged solely on need, outstanding activities and abilities. There is no restriction as to race, color, creed, sex or national origin.
2. Applicant's legal residence must be in New Mexico. (Note: if an applicant is under the age of 18 her/his legal address is the same as that of her/his parent or guardian.
3. Applicant should have a specific goal in mind and should include the following points in her/his essay: "Why did I choose this particular post-secondary institution?" "What are my goals?" "How long do I think it will take to accomplish my goals?" Any other statement about themselves should be included.
4. The applicant should list in chronological order the name of the High School from which she/he was or will be graduated prior to entering the post-secondary institution. If the applicant is presently a student at a post-secondary institution, she/he should list the name(s) and date(s) attended and any degree/diploma/certificate awarded with the appropriate dates. If the applicant completed a High School GED, she/he should state the date and issuing body.
5. Applicant should list activities, both in school and/or community, along with offices/positions held in any organization.
6. Unless there are extenuating circumstances, applicant must have attended school full time within the last five (5) years.
7. Applicant MUST enroll for a minimum of twelve (12) semester hours to be considered full time.
8. Applicant must have and maintain a Grade Point Average (GPA) of at least 2.5 on a 4.0 scale.
9. To receive scholarship assistance on a continuing basis applicant must reapply each year.
10. It is the responsibility of the APPLICANT to complete the application fully and meet all other criteria. (i.e.) Obtain at least three (3) letters of recommendation and her/his most current transcript.
11. Applicant should submit three (3) copies of the application along with any attachments to the Chapter Education Committee.
12. Deadline for submitting an application packet (in triplicate) to the Chapter Education Committee will be a date selected by the Committee Chairman. Deadline for the local Chapter Education Committee to submit an application packet (in triplicate) to the Grand Chapter Education Board Chairman is MARCH 1st.
13. Scholarship funds will be disbursed to the Financial Office of the designated post-secondary institution once per year by July 1<sup>st</sup>. The "Payee" listed on the check will be both the scholarship recipient and the post-secondary institution. Checks will be mailed to the institution at the address provided on the application. If a recipient fails to enroll in the designated institution, said institution is required to return the check to the Grand Treasurer.

**Revised Oct. 2017**

GRAND CHAPTER OF NEW MEXICO  
ORDER OF THE EASTERN STAR  
EDUCATION BOARD

QUICK OVERVIEW OF REQUIREMENTS FOR APPLICANT

1. Must be a Resident of New Mexico.
2. Must have attended school FULL TIME within the last five (5) years.
3. Must be a High School graduate, have a GED or be a graduating senior.
4. Must enroll in college as a FULL TIME student with a minimum of twelve (12) semester hours.
5. Must have and maintain a minimum 2.5 Grade Point Average (GPA).
6. Must include three (3) letters of recommendation and list the names and addresses of those three (3) writers on the back side of the application form.
7. Must include a copy of her/his most recent transcript.
8. Name and address of the Financial Office of the chosen school must be included in the space provided on the application form to assure receipt of recipient's scholarship funds July 1<sup>st</sup>.

FOR CHAPTER EDUCATION COMMITTEE

INSTRUCTIONS TO AID IN COMPLETING APPLICATION

SCHOLARSHIP CHECK LIST

GUIDELINES FOR PROCEDURE (This gives you an overview of the entire process.)

INTERVIEW/EVALUATION (Form 2-1) only ONE (1) per application to be filled out and signed by  
ALL Chapter Committee members

TRANSMITTAL/COVER LETTER Only one (1) form to list all applicants

**Revised Oct. 2017**

CHAPTER EDUCATION COMMITTEE  
GRAND CHAPTER OF NEW MEXICO  
ORDER OF THE EASTERN STAR

TRANSMITTAL COVER LETTER (Form 1-1)

Date \_\_\_\_\_

Subject: Approved Application(s) For Education Scholarship Funds

FROM: \_\_\_\_\_  
(Chairman of Chapter Education Committee)

ADDRESS: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

TO: \_\_\_\_\_  
(Education Board Chairman)

ADDRESS: \_\_\_\_\_

Enclosed is the approved application(s) and all related attachments in triplicate for Education Fund Scholarship assistance for the applicant(s) whose name, address and phone number appears below.

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sponsoring Chapter: \_\_\_\_\_ Chapter number \_\_\_\_\_

Sponsoring Chapter Address: \_\_\_\_\_

Secretary/Sponsoring Chapter: Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Fraternally and sincerely,

\_\_\_\_\_  
Chairman, Chapter Education Committee

GRAND CHAPTER OF NEW MEXICO  
ORDER OF THE EASTERN STAR  
EDUCATION BOARD  
NEW APPLICANT FORM

Date \_\_\_\_\_

TO THE EDUCATION BOARD OF THE GRAND CHAPTER OF NEW MEXICO, ORDER OF THE EASTERN STAR:

Through the Education Board, I \_\_\_\_\_ (Print name of applicant)  
Hereby make application for scholarship assistance to enable me to start/continue my studies in  
\_\_\_\_\_ (Major or field of study) at \_\_\_\_\_ (Name of post-  
secondary institution).  
Address of Financial Office \_\_\_\_\_

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PERSONAL STATEMENT

(This statement is required as a frank and personal means of determining the circumstances of the applicant and will be kept CONFIDENTIAL.) If additional space is needed, attach an additional sheet of paper. Please TYPE.

1. Full legal name: \_\_\_\_\_  
Student number: \_\_\_\_\_.  
(Required by Financial Office of receiving institution; will be used for no other purpose.)
2. Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Home Phone Number (\_\_\_\_) - \_\_\_\_ - \_\_\_\_
3. My legal residence is in New Mexico \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Have you been a full time student within the last five (5) years? \_\_\_\_\_ Yes \_\_\_\_\_ No If "No", are there extenuating circumstances? (Please TYPE response on separate sheet.)  
**STOP!** If you answered NO to either question 3 or 4, you probably are not eligible for assistance. Check with the person from whom you received this application for clarification.
5. On a separate sheet of paper, please type a brief essay about yourself, e.g., the school you are attending or plan to attend, courses taken in preparation for your objectives, your major, when you expect to be graduating, your activities, work experience, community services, why you need assistance and your plans for the future.
6. Attach the most recent transcript of your academic work. This is very helpful to the Committee in evaluating your application. State your Grade Point Average (GPA) for the appropriate level: \_\_\_\_\_ High School \_\_\_\_\_ Post-secondary \_\_\_\_\_ Vo-Tec. Did you take and pass a GED? If so, give the name of the testing institution \_\_\_\_\_ Date \_\_\_\_\_
7. Please provide three (3) letters of recommendation other than relatives, for example one (1) from a teacher, and the other two (2) could be from clergy, an employer, a work supervisor, an organization sponsor, etc.

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APPLICANT'S AFFIDAVIT OF LEGAL RESIDENCE

I, \_\_\_\_\_ am the parent/guardian of  
Print full name

\_\_\_\_\_ Who is applying for an  
Print full name of applicant

Education Scholarship from the New Mexico Order of the Eastern Star.

My son/daughter resides with me at:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian

**GRAND CHAPTER OF NEW MEXICO  
ORDER OF THE EASTERN STAR  
EDUCATION BOARD**

**INTERVIEW / EVALUATION BY CHAPTER EDUCATION COMMITTEE (FORM 2-1)**

Interview, evaluation by Chapter Name \_\_\_\_\_ Chapter No. \_\_\_\_\_  
Education Committee.

Name of applicant \_\_\_\_\_ applying for financial assistance.

Please give your frank evaluation by checking the items below:

	Excellent	Good	Fair	Notes
Educational Objectives				
Preparation Toward Objectives				
Designated Major				
Career Objectives				
Leadership Activities				
Extra-Curricular School Activities				
Outside School Activities				
Personal Essay Quality/Content				
GPA, ACT scores, Transcript, Class Rank, etc.				
Letters of Recommendation				
Need				

Is this applicant personally known to any of the Committee Members? \_\_\_\_ Yes \_\_\_\_ No

If the answer is Yes, please complete the above with your notes and personal evaluation on a separate sheet.

\_\_\_\_\_  
Chairman, Chapter Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member, Chapter Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member, Chapter Committee

\_\_\_\_\_  
Date

GRAND CHAPTER OF NEW MEXICO  
ORDER OF THE EASTERN STAR  
EDUCATION BOARD

Scholarship Check List

Subordinate Chapter Scholarship Committee:

Please complete this check list to verify that all criteria have been met before submitting an application. If there are documents, signatures or any required information missing do not submit the application to the Education Board Chairman until it has been completed. At that time you are requested to submit the application and attachments in triplicate (to be RECEIVED by **March 1st.**)

FORMS to be RETURNED to GRAND CHAPTER EDUCATION BOARD CHAIRMAN

1. TRANSMITTAL COVER LETTER (Form 1-1) only one (1) page is required as it will list all the applicants for your Chapter. Please fill in all the blanks on this form with names and other requested information.
2. APPLICATION FORM Every blank is to be filled (i.e., the NAME of the school and the ADDRESS of the FINANCIAL OFFICE) and the form signed and dated. The names and addresses of three (3) people writing letters of recommendation are to be listed on the reverse side of the form.
3. APPLICATION ESSAY Applicant should refer to #6 on the application form and #3 and #5 in the Instructions for suggestions. Essay must be type written using 12 point font or larger or be double spaced.
4. THREE (3) LETTERS OF RECOMMENDATION Applicant should refer to #9 on the application form for guidance in selecting those who will submit these letters.
5. INTERVIEW/EVALUATION (Form 2-1) One (1) form will be attached to EACH application, signed and dated by each member of the Chapter Education Committee.

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SCHOLARSHIP RENEWAL APPLICATION  
CHECK LIST REQUIREMENTS

1. To be received by the sponsoring Chapter by January 31.
2. Computer generated official Transcript with School logo with information and cumulative totals.
3. An official print out showing enrollment with class names and credit hours scheduled.
4. Must have completed 12 credit hours with passing grades last or each semester, (9 credit hours for Graduate students).
5. Cumulative grade of 2.5 or above, (3.0 for Graduate students).
6. Short Essay on last year or semester and what you are expecting to accomplish in this next year. The essay needs to be typed in 12 point font or larger.

**October 2018**

NEW MEXICO ORDER OF EASTERN STAR  
RENEWAL SCHOLARSHIP APPLICATION

Please Print

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Student Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

School Financial Office Address: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Total Number of Hours Completed: \_\_\_\_\_

College Standing: Freshman \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior \_\_\_

Advanced Degree \_\_\_ Vo-Tec \_\_\_

Cumulative GPA: \_\_\_\_\_

Major Course of Study: \_\_\_\_\_

Minor: \_\_\_\_\_

Do you Plan to change your course of study? Yes \_\_\_ No \_\_\_

If yes, what changes are you contemplating? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School you will be attending next semester: \_\_\_\_\_

Number of hours you will be taking: \_\_\_\_\_

Are you employed: Yes \_\_\_ No \_\_\_

If yes do you plan to continue working? Yes \_\_\_ No \_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_