



INSTRUCTIONS

FOR COMPLETING
KANSAS KIWANIS FOUNDATION
2015-2016
**HIGH SCHOOL SENIOR
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. Down load 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 at www.ks.kiwanis.org** 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, 2016 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 guardians 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: Evaluation by 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.**