

Monitor Lodge #218 Scholarship program rules (adopted 11/05/2021)

The adoption of these rules revokes and supersedes any previously published policies, rules and guidelines regarding Monitor's scholarship program. These rules supplement Monitor's scholarship program bylaws.

1. Monitor Lodge #218 of the Vasa Order of America normally awards one scholarship for not less than \$500 annually to a deserving student who is pursuing her/his education at the post-secondary level. All types of post-secondary education are considered – 2 and 4 year degree programs, post-graduate (Masters, PhD, etc.), accredited certificate and vocational programs and other comparable post-high school educational programs. Anyone seeking a diploma or certificate regardless of post-high school age may apply.
2. Monitor's scholarship fund generally receives funds from:
 - Interest and dividends from scholarship savings accounts and investments (*NOTE: a separate savings account and investments do not exist at the present time in Monitor Lodge*).
 - Donations designated for the scholarship fund by anyone (do not have to be member). Contributions to the education/scholarship funds of local lodges, districts and the Grand Lodge are tax deductible under Internal Revenue Code 170(c) (4) as no goods or services are provided in return for these contributions.
 - Transfer of monies, usually \$100, from the general operating fund in memory of each member upon their passing. Such transfers and dollar amounts must be approved by a majority vote at the meeting at which the motion is made provided a quorum is present.
 - Donations from NåI och Tråd from their crafts sales at the discretion of the NåI och Tråd membership.
 - Periodic lodge fund raising activities specifically designated to raise monies for Monitor's scholarship fund.
 - Fifty (50) percent from Monitor's net profits from the annual Scandinavian Festival up to \$500, whichever is less.
 - Other means as directed by the membership on a case by case basis.
3. Written acknowledgement of donations to the scholarship fund should be provided to the donor. Acknowledgements should also be made in the lodge's newsletter absent the donor requesting to remain anonymous. If a member

includes a donation in as part of their annual dues check, it is requested that the member include a note so that the lodge's Financial Secretary and Treasurer know to allocate the monies to the appropriate funds.

4. Scholarship applicants must be Monitor lodge members or their children or their grandchildren. The qualifying member must have been a member of Monitor lodge in good standing for at least one year prior to April 1st of the award year. The applicant need not be a member of Monitor lodge provided they are directly related to a Monitor member as noted above.
5. Applicants must either be currently enrolled in or accepted into a post-secondary school program. Classes being taken solely for earning continuing education units (CEUs) required to maintain a professional license or certification are not eligible.
6. Scholarships will be awarded based on merit, **not** financial need or ability-to-pay. However, if there are no meritorious applications in a given year, the committee shall recommend that no scholarship be awarded for that year. Such decisions shall be recorded in the lodge's business meeting minutes.
7. Applicants may apply more than once but may not receive more than one scholarship.
8. The scholarship award will be payable to the recipient(s) via the business office of the selected school. If a scholarship winner does not complete enrollment registration as planned, the Scholarship Chairman must be promptly notified. In this event the Scholarship winner may request award deferment of up to one academic year.
9. To be considered for a scholarship, applicants must submit the following items to the scholarship committee no later than **April 1**. (See copies of forms at end of this document).
 - Completed "Application for Scholarship" form.
 - Official transcript with GPA signed by the school's registrar.
 - Personal statement on a separate sheet of paper. Include involvement with VASA-related activities if possible.
 - A letter of recommendation from a dean, faculty member or counselor from the institution where the applicant is currently enrolled or from which she/he recently graduated. Applicants returning to school after an academic hiatus may submit a letter of recommendation from their supervisor from their

current/last job. If uncertain about how to fulfill this requirement, please contact a member of the Scholarship committee or the lodge Chairperson.

10. Should the Scholarship committee determine that there is more than one deserving candidate in a given year, that a different dollar amount should be awarded or that a candidate has extenuating circumstances that merit deviation from these guidelines, the committee shall make their recommendation to the lodge membership for approval of the deviation. Approval shall be by a majority of the quorum present at the meeting when the recommendation is presented.
11. The Scholarship Committee will maintain a running record of scholarship recipients' names and the dollar amounts awarded in addition to the recordation of each year's recipient's information in the appropriate business meeting minutes.
12. After the completion of the lodge's annual audit and a report to the membership as the lodge's financial condition is recorded in the minutes, all scholarship application files and committee notes regarding each applicant for the **prior** scholarship year shall be destroyed to maintain privacy. A notice of such destruction shall be sent to the lodge's recording secretary for inclusion in the next lodge meeting minutes.