

## **INSTRUCTIONS FOR GRAND LODGE ACADEMIC SCHOLARSHIP AWARD**

*Please read carefully*

1. **Notify your local high school** as soon as possible of the availability of the award and of the guidelines for them to follow in selecting a recipient.
2. **Return completed Notification of Award** (Form GL-SCHOL-1 Rev 1/10) **and check to the Grand Lodge Office** *as soon as the scholarship recipient is known*. Please send both together – not just one or the other!
3. **Give to the Student:**
  - a. **The Scholarship Award Certificate**

The certificate is a PDF form document that can be filled in with the scholarship information by tabbing from field to field. Please print this document. You will not be able to save the changes. It is recommended that the certificate be presented to the student by the Worshipful Master of your lodge during the high school awards or graduation ceremony. If it is not possible to arrange this presentation through the high school, ensure the student does receive this certificate in another manner. If you need a hard copy of this certificate, please call the Grand Lodge Office.

- b. **The Verification of Enrollment** (Form GL-SCHOL-2 Rev 1/10) **and Instructions to the Student**

**Please first write in your lodge's name and number in the space provided at the bottom of this form, and place your seal in the appropriate spot**, to aid Grand Lodge in processing the paperwork and issuing the check. We will not be able to honor any verification forms that do not have the lodge seal.

Be sure the student is also given the **Instructions for the Student** which reminds them that the Verification of Enrollment form needs to be given to the college for completion and returned by that school to the Grand Lodge Office. It is **not** completed by the high school counselor. It is **not** completed by the lodge.

Grand Lodge must receive written verification directly from the college that the student has enrolled in classes before the check can be issued.

### **Increasing the amount of the scholarship or giving more than one award**

If your lodge wants to contribute more than \$25 to increase the amount of the scholarship, or award more than one scholarship, you may do so. Grand Lodge, however, will be able to provide only \$75 to any one lodge.

If more than one scholarship is to be awarded, notify the Grand Lodge Office and another presentation certificate will be provided.

It is recommended that payment of any additional scholarships be routed through the Grand Lodge Office. This will ensure your lodge and the student selected receive recognition in the Nebraska Mason and any other publications that may print a list of the awards.

**NOTIFICATION OF ACADEMIC SCHOLARSHIP AWARD**

**When your recipient has been chosen return this form to the Grand Lodge Office  
with your lodge's payment – do not send separately**

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

TO: Grand Lodge A·F·M· & A·M· of Nebraska  
1240 N. 10th Street  
Lincoln, NE 68508-1125

FROM: \_\_\_\_\_ Lodge No. \_\_\_\_\_  
\_\_\_\_\_, Nebraska

This is to inform you that our Lodge will participate in the Masonic Scholarship program for this academic year.

The amount of \$\_\_\_\_\_ is enclosed as our contribution to the scholarship award. It is our understanding that the Grand Lodge will provide \$75 toward the award, for a minimum award of \$100.

The recipient of this award is to be:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_

He/she has received the Instructions for the Student for proper handling of Verification of Enrollment form, which is to be forwarded to the Grand Lodge Office by the College, so that the scholarship check may be issued.

**Comments** (Please indicate below if more than one award is to be made by your lodge and/or the amount if the award is to be more than \$100.)

\_\_\_\_\_ MORE THAN ONE AWARD BEING PRESENTED (*Separate form(s) attached*)  
\_\_\_\_\_ ONE SCHOLARSHIP FOR (MORE THAN \$100.00): AMOUNT \$ \_\_\_\_\_  
\_\_\_\_\_ OTHER \_\_\_\_\_

By (for the Lodge):

\_\_\_\_\_  
\_\_\_\_\_  
(Title)

**VERIFICATION OF ENROLLMENT &  
REQUEST FOR SCHOLARSHIP PAYMENT**

***ATTENTION: COLLEGE ADMISSIONS/FINANCIAL AID DIRECTOR***

The student named below has been selected as the recipient of a Masonic Scholarship Award. Please complete and return this verification of enrollment to the Grand Lodge of Nebraska, at the address indicated at the bottom of this form. Upon proper notification of enrollment, a check will be issued and mailed to you for credit to the student's account.

**This is to certify that:**

Student's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

College/University ID# \_\_\_\_\_

**has enrolled as a student at:**

Name of School \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

It is our understanding the amount of \$ \_\_\_\_\_ is to be used for tuition, books, or other legitimate college expenses. ***It is further our understanding that the student is to be credited for the full amount of the award immediately upon receipt of payment.***

Term Begin Date: \_\_\_\_\_

By (for the college/university):

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

*Return form to:* Grand Lodge A.:F.: & A.:M.: of Nebraska  
1240 N. 10th Street  
***(Lodge Seal)*** Lincoln, NE 68508-1125

Phone (800) 558-8029 within Nebraska; (402) 475-4640 outside Nebraska

**Lodge awarding scholarship** \_\_\_\_\_

**INSTRUCTIONS FOR THE STUDENT**  
**MASONIC ACADEMIC SCHOLARSHIP AWARD**

Attached is a form for you to use to claim your Scholarship. **This form must be received in the Masonic Grand Lodge Office in order for your scholarship to be paid.**

This form should have the amount of your scholarship filled in, the name of the Masonic Lodge awarding the scholarship at the bottom, and an impression seal affixed near the bottom left corner. If any of this information is missing, contact the lodge and ask them to complete it.

Complete the section; **This is to certify that:** with your full legal name, home address, telephone number, and most importantly, your college "Student ID#" or Social Security number if you have not been issued a separate ID# by the college/university.

Complete the section; **has enrolled as a student at:** with the full name, address and phone number of the school you will be attending. Most colleges have a specific office that handles scholarships. That is the address and phone you should provide.

Mail or hand deliver to the Admissions or Financial Aid Office of the college you will be attending.

They will verify your enrollment and forward to the Grand Lodge of Nebraska for payment.

The check will be mailed to the school to be credited to your account.