



Fern and Frank Harbaugh Memorial Foundation Scholarship



2020 Scholarship Application Information

Applications must be postmarked no later than May 15, 2020

2020 Award Amount \$1000

1. You must use the current year's official application. Changes are sometimes made in the information required. Applications from previous years will NOT be considered. **Applications must be post marked by May 15 of the current year.**
2. You may obtain a digital copy of the current application on our website at www.concordia249.com. Click on the "Scholarships" button on the main page. If you cannot access this application, you may request one from our office.
3. We **STRONGLY** prefer that you type your application. Both a blank printable form and a fill-in form are available on our website. Although you may type and print your application on our web-based form, applications cannot be submitted on line. You'll have to print and mail your completed application and supporting materials to us.
4. The **ON-LINE FILL-IN APPLICATION:**
 - a. You will need Adobe Acrobat Reader to open and fill-in the form. Version 5.0 or higher is recommended.
 - b. You will be able to type and print your application with the free version of Acrobat, but you will NOT be able to save your work, unless you are running the full commercial version.
 - c. We recommend that you save the blank form onto your computer, print a blank copy for a "rough draft" and then either type it and print it in one sitting, or type in and print one page or section at a time. *Remember that each time you close the .pdf form, you will lose all the information you typed into it.*
5. Complete all information. Where needed, mark items as "Not Applicable" rather than leaving blanks.
6. Be sure to **include all required attachments**. Use the checklist provided with the application. **We will not consider incomplete applications.**
7. Check your work, including spelling and grammar. The neatness and correctness of your work will be considered.

Common errors that result in disqualification or a reduction in chances of receiving an award include:

1. **Incomplete applications.** All questions and sections of the application are important. Don't leave blanks – if an item does not apply, write "Not Applicable."
2. **Failure to follow directions** on each section of the application.

3. **“Contact me if you need...”** Many applications come missing a required attachment or section, with a notation to contact the applicant if the information is needed. If we didn’t need it, we wouldn’t ask for it. It is your responsibility to follow up on these items. We will not contact you for information not included in your application.
4. **“See Attached...”** Although we welcome additional material to help us in our decision on your application, please do not use attachments as a substitute for “filling in the blanks” on the application. If information is not included in the application itself, it is very easy for us to miss it in the scoring process, and you could miss getting credit for some of your accomplishments or needs. Please fill in the application first, and then attach any additional material to elaborate if needed. It will be most helpful if you clearly label all supplementary material to indicate the sections of the application they are to accompany. Please do not include attachments not directly related to the information requested on the application.
5. **“Mailed Separately...”** We understand that some schools insist on mailing transcripts directly to us, and that other attachments might have to be mailed separately from your main application. Please recognize that there is a risk of these items not being considered in your application. Many applications stating that an eligibility verification or transcript was being “mailed separately” end up going un-considered because the separate materials never arrived.
6. **Please make every effort to obtain all materials in advance** and include them under one cover.
7. **Failing to attach proper financial documentation.** A copy of your parents’ most recent tax return (unless you are no longer a dependent) **MUST** be submitted. Too many applicants send only a copy of their own return for a small part-time job. Our awards are based on *need* as well as *merit*. *If you are unable or unwilling to provide this information, please do not apply* – we will not consider your application without it.
8. **Failing to attach required transcripts.** Remember that you must send us an official transcript of your *last completed year* of school. If you are currently in your first year of college, a transcript of your *first semester grades* must also be included. Digitally authenticated transcripts, emailed directly from the issuing institution, are acceptable.
9. **Missing verification of eligibility.** You **MUST** submit written verification of your Masonic connection for consideration. This means a copy of your Masonic relative’s *current* Lodge dues card, or a letter from the secretary of your Masonic relative’s Lodge, or a letter from the appropriate Advisor of your Masonic-related youth group must be attached.
10. **Late applications.** Every year, we receive dozens of applications in the week following our deadline. Start early enough to complete your application, obtain all the necessary documentation, and get the application in the mail well before the deadline. We will penalize or disqualify late applications.
11. **Failing to complete essays and questions in a thoughtful manner.** The content and quality of your writing matters. Most of our awards are highly competitive, and we receive many times more applications than we have awards to give. We are looking for thoughtful, reasoned responses that give us an idea of your personality, abilities, and needs. If you simply write

perfunctory answers without giving thought to them, it will show, and will reflect poorly on your chances for an award. Remember, you are communicating your needs and abilities. Give it an appropriate amount of time and effort.

BASIC ELIGIBILITY

To be eligible to receive a scholarship from the Fern and Frank Harbaugh Memorial Fund through Concordia Masonic Lodge, an applicant must be a member in good standing of a Washington Masonic Lodge working under the jurisdiction of the Most Worshipful Grand Lodge of Free and Accepted Masons of Washington, his child, step-child, grandchild, step-grandchild, sibling or dependent (IRS definition) (or one who was in good standing at the time of his death); (Please note that membership in other Masonic bodies in Washington is irrelevant.) **OR** a present or former member in good standing of one of the Washington Masonic-related youth groups; **OR** a resident or graduate of the Hutton Settlement. Applicant must be a High School graduate, or a High School Senior who is pursuing higher education. This grant is only applicable to undergraduate tuition and fees.

ACADEMIC PERFORMANCE

The level of your academic performance and achievements in the past is a major factor in our decision, and the average academic level of applicants is quite competitive. Please note that the academic section of the application specifies a minimum GPA of 3.0 for all applicants. If your GPA is below this level, you **WILL NOT** qualify for an award.

FINANCIAL NEED

Some very academically talented students do not receive awards because of our financial need standards. While we recognize that college is expensive for even the highest income families, we have based our standards on the range of incomes of our applicants. If your family has a large income, relative to the number of people in your household, you should not expect to receive an award. We do consider special financial circumstances if you make us aware of them.

FRATERNAL INVOLVEMENT

Although membership in Masonry or a Masonic Youth Group is not a requirement for receiving an award, it is a significant advantage. Be sure we know about your fraternal activities, as this can be a deciding factor when candidates have similar needs and academic qualifications.

OTHER ACTIVITIES

Although these do not receive major weight in our process, they have certainly made the difference in decisions between highly qualified candidates. Success in outside activities often correlates to success in higher education.



Fern and Frank Harbaugh Memorial Foundation Scholarship



2020 Scholarship Application Instructions

Applications must be postmarked no later than May 15, 2020.

This is a highly competitive grant program and cannot be given to all that apply. Please type application or print in ink. Do not use pencil. ***Incomplete applications will not be considered.*** Applications ***will not be considered*** without each of these items:

1. All pages of this application, with complete information. Be sure to sign and date the application on the last page. Original transcript or certified school copy of your most recent completed academic year (high school or college.) Digitally authenticated transcripts, emailed directly from the issuing institution, are acceptable. If you are in your first year of college, please also include a transcript of your first semester's grades.
2. Copy of pages 1 and 2 of ***your*** most recent U. S. Individual Income Tax Return, IRS Form 1040, 1040A or 1040 EZ. Also, a copy of the same for ***your parent*** or guardian, if you are claimed by them as a legal dependent. If the current year return has not yet been filed, a copy of the immediate preceding year's return will be sufficient. Please do not send accompanying tax schedules. They are NOT necessary. If you are under the age of 22 and not claimed as a dependent, you must attach an explanation.
3. A copy of the current dues card of your Masonic relative, or, a letter of certification from the Lodge Secretary or Worshipful Master of the Lodge of your brother, father, step-father, grandfather or legal guardian; or a letter from your Masonic-related youth group, certifying eligibility. **THIS IS NOT A LETTER OF REFERENCE. IT ONLY VERIFIES THAT YOU ARE ELIGIBLE UNDER THE ESTABLISHED CRITERIA.** If you cannot provide this proof of eligibility, include a separate written statement explaining why you cannot do this.
4. Properly labeled pages containing the completion of any answers in this application, and any additional information you would like the committee to consider.

Mail completed applications to:

Concordia Masonic Lodge #249
P.O. Box 14245
Spokane Valley, WA 99212

We appreciate your interest in the Fern and Frank Harbaugh Memorial Foundation Scholarship. It is a competitive program with a limited number of awards granted to those who meet the necessary criteria, show academic promise, and financial need, and properly complete the application. ***Please follow all instructions.*** As a courtesy, all applicants will be notified by mail prior to June 1 whether or not a scholarship will be awarded to them. All information is provided for the sole use of the Fern and Frank Harbaugh Memorial Foundation Scholarship committee. It is retained in a secure location, and ultimately destroyed to preserve your privacy.



Fern and Frank Harbaugh Memorial Foundation Scholarship



Scholarship Application

This is a highly competitive grant program and cannot be given to all who apply. Please type application or print in ink. Do not use pencil. Incomplete applications and those not on this **official current year application** will not be considered.

SECTION 1: PERSONAL DATA

Name: _____

Address: _____

County: _____ City: _____ State: _____ ZIP: _____

Telephone Number: (____ - ____ E-mail Address: _____

Alt. Phone Number: (____ - ____ Gender: Male Female

Birthdate: ____ / ____ / ____ (MM/DD/YYYY) Age: _____

Are you a current resident of Washington? Yes No

If not currently, have you ever been a resident of Washington? Yes No

Number of Years as a Resident: _____

SECTION 2: ELIGIBILITY

To be eligible to receive a scholarship from the Fern and Frank Harbaugh Memorial Foundation, an applicant must meet the basic eligibility guidelines as outlined in the Application Information on page 3 of this document. Applicant must be a High School graduate, or a High School Senior who is pursuing higher education. This grant is only applicable to undergraduate tuition and fees.

Name of Masonic Relative: _____ Relationship: _____

Lodge Name: _____ Lodge Number: _____

Is your father is a Deceased Washington Mason? Yes No

Are you a member of a Masonic-related youth group? Yes No

Are you a resident at the Hutton Settlement? Yes No

Attachment Required: Certification of eligibility

Attach **one** of the following: A copy of your Masonic relative's current Blue Lodge dues card, **OR** a letter of certification from the Lodge Secretary or Worshipful Master of the Lodge of your Masonic relative, stating that he is a member in good standing or was in good standing at the time of his death; **OR** a letter from your Masonic-related youth group leader certifying that you are a member in good standing. **THIS IS NOT A LETTER OF REFERENCE. IT ONLY VERIFIES THAT YOU ARE ELIGIBLE UNDER THE ESTABLISHED CRITERIA.** If you cannot append one of these, include a separate written statement explaining why you cannot do this.

Check here if attached.

SECTION 3: ACADEMICS

Name of High School Attended: _____

Address: _____

Were you selected as a Salutatorian Valedictorian?

Year Graduated: _____ Class Rank: _____ No. of Students: _____

Are you attending a:

College University Business School Trade School

Name of Institution: _____

Address: _____

Class in which you will be enrolled as of the fall 2020: (check one)

Freshman Sophomore Junior Senior

Current Student Status at College: (check one)

Full Time Part Time Enrolled for next academic year.

Major Course of Study: _____

Minor Course(s) of Study: _____

Do you anticipate transferring or attending a post-secondary school different than the one listed above? Yes No

If yes, list name of post-secondary school: _____

Grade Point Average: Please provide your cumulative grade point average for your last COMPLETED academic year (as of June): (For example: if you are a High School Senior, provide the G.P.A. from your Junior Year.) Transcripts enclosed MUST evidence this.

NOTE: MUST EQUAL OR EXCEED 3.0 on a 4.0 scale (75%).

Current G.P.A.: _____ on a scale of _____

Standardized Test Scores: Please list S.A.T. scores for Critical Reading, Writing, and Math.

Critical Reading: _____ Writing: _____ Math: _____

If S.A.T. scores are not available, please explain why.

Academic Organizations

Is the National Honor Society available at your High School? Yes No

Are you a member of the National Honor Society? Yes No

If you hold an office in the National Honor Society, list it here: _____

List other academic honor societies and academic school clubs in which you hold membership (non-academic clubs are to be included in Section 6: Extracurricular Activities):

Personal Goals Essay

Please state your primary educational and lifetime goals, in your own words, in paragraph form, using 50 to 100 words.

Personal Experiences Essay

“Describe your most meaningful achievement and how it relates to your field of study.”

Attachment Required: Original transcript

Original transcript or certified school copy of your most recent completed academic year. (High school or college.) If you are in your first year of college, please **ALSO** include a transcript of your first semester's grades. Digitally authenticated transcripts, emailed directly from the issuing institution, are acceptable.

- Check here when attached.
- Check here if school will be sending transcripts.

SECTION 4: FINANCIAL NEED

Do not leave any lines blank. If financial information is not available, provide a reasonable estimate.

Personal and Family Contributions to your Education

- Savings and Investments: _____
- Monies earned by working during the summer: _____
- Monies earned by working during school the year: _____
- How much will your parents /guardians contribute? _____

Attachment Required: Original transcript
Educational Expenses

- Cost of Tuition: _____
- Transportation: _____
- Cost of Room and Board: _____
- Cost of Books and Supplies: _____
- Other Expenses: _____
- Total of All Expenses:** _____

List financial aid (scholarships and grants but not loans) that you have been approved to receive for the next academic term.

List any other expected sources of grant assistance or loans:

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List names of dependent children in the family (other than applicant) who are CURRENTLY ENROLLED in a *post-secondary school*. (Do not list private elementary or high schools.)

Name: _____ School Attending: _____

Name: _____ School Attending: _____

Name: _____ School Attending: _____

Name: _____ School Attending: _____

Attachment Required: Individual Income Tax Return OR

In order to receive consideration, you **MUST** attach a copy of pages 1 and 2 of your most recently **completed** US Individual Income Tax Return (Form 1040, 1040A, or 1040EZ) **and, if you are claimed by them as a dependent, that of your parent or guardian**. All information will be held confidential, for the exclusive use of the Fern and Frank Harbaugh Memorial Foundation Committee and will be destroyed at the conclusion of the selection process. No application will be considered without this information.

Check here when attached.

If you are under the age of 22, and not claimed as a dependent, you must attach an explanation.

Check here when attached (if applicable.)

You may ATTACH A STATEMENT providing any additional explanation of your finances that you feel might help the committee understand your current need.

Check here when attached.

SECTION 5: FRATERNAL ACTIVITIES

Are you (the applicant) a Washington Mason? Yes No

 If yes, WA Lodge name and number: _____

Are you a member of a Masonic Youth Organization? Yes No

 If yes, WA Chapter name and location: _____

Are you now, or were you, upon reaching your majority, a member in good standing of any of these Masonic Youth Groups?

- DeMolay Rainbow for Girls Job's Daughters

 Group Name and Number: _____

Have you served any of the above organizations in the capacities below:

- Have you served as a local elected officer? Yes No
- Have you served as a local presiding officer? Yes No
- Have you served as an appointed state level officer? Yes No
- Have you served as an elected state level officer? Yes No
- Have you served as a state level presiding officer? Yes No
- Have you served as a national officer? Yes No

Please list the highest office attained at each of the levels below:

Local: _____

State: _____

National: _____

Please list any fraternal honors, awards, or citations received:

SECTION 6: EXTRACURRICULAR ACTIVITES

List memberships in non-academic clubs, civic activities, community, political and religious organizations:

Please list your accomplishments in these organizations (such as serving as an officer, receiving awards and honors, or other achievements.)

You may ATTACH A STATEMENT providing any additional details of Your Other Activities.

Check here when attached.

SECTION 7: CERTIFICATION

I certify that all information contained herein, or attached, is correct to the best of my knowledge, and I have made no effort to hide pertinent information from the committee.

Signature of Applicant Date

Where did you find out about this scholarship program? (Check all that apply)

- Concordia Lodge #249 Website Social Media
- Parents Grandparents Masonic Youth Group Leader
- School Guidance Counselor Other: _____