

## MEMORANDUM

**TO:** Potential Scholarship Recipient

**FROM:** Robertson Benevolent Fund Scholarship Committee

**SUBJECT:** Robertson Benevolent Fund Scholarship

**DATE:** January 2024

The members of St. Louis Lodge No. 5, Independent Order of Odd Fellows, of Missouri are pleased to announce the creation of the Robertson Benevolent Fund Scholarship Program (“the Program”).

The Program may award one or more scholarships each year to potential candidates who reside in St. Louis City, Missouri; St. Louis County, Missouri; Jefferson County, Missouri; Franklin County, Missouri; or St. Charles County, Missouri, who are pursuing a degree at a trade school, college, or university which is qualified as an educational organization under Section 170(b)(1)(A)(ii) of the Internal Revenue Code. The scholarship is a potential four-year scholarship for tuition **only**, at a trade school, college, or university in an amount of up to three thousand dollars (\$3,000.00) per year.

### **Who is eligible:**

Any full-time student who is the son, daughter, grandson or granddaughter, or a sponsored student of a Third Degree member in good standing of St. Louis Lodge No. 5, I.O.O.F., who is pursuing a degree at a trade school, college or university which is qualified as an educational organization under Section 170(b)(1)(A)(ii) of the Internal Revenue Code is eligible to apply.

### **Scholarship criteria:**

Only individuals who meet the minimum standards for admission to a trade school, four-year college, or university are eligible to apply.

### **When awarded:**

The scholarship winner will be notified on or before **June 1st** of each year. To be considered for the scholarship, all applications must be received at the office of the Robertson Benevolent Fund Scholarship Program, c/o St. Louis Lodge No. 5, I.O.O.F., P.O. Box 1467, Fenton, Mo. 63026, with a postmark **no later than May 1st.**

### **How does it work:**

Any interested applicants should send an introduction letter requesting an application package from Robertson Benevolent Fund Scholarship Program, c/o St. Louis Lodge No. 5, I.O.O.F., P.O. Box 1467, Fenton, Mo. 63026. The package will contain instructions for all materials which must be submitted with the application. All materials required for application must be completed in their entirety, assembled and mailed to Robertson Benevolent Scholarship Program, c/o St. Louis Lodge No. 5, I.O.O.F., P.O. Box 1467, Fenton, Mo. 63026. The package **must** bear a postmark **on or before May 1st** to be accepted for judging.

All application packages received bearing a postmark **on or before May 1st** will then be presented before the five judges for evaluation and ranking. The five judges will be the Trustees of St. Louis Lodge No. 5, I.O.O.F.

One or more scholarships may be awarded annually. A scholarship will be in an amount not to exceed the applicant's tuition. The funds will be paid directly, by the Program, to the trade school, college, or university of the applicant's choice. The applicant may attend any trade school, college, or university in the United States of America, as long as it is qualified as an educational organization under Section 170(b)(1)(A)(ii) of the Internal Revenue Code.

As mentioned, the scholarship(s) will be awarded based on the criteria of proven academic merit, financial need, the potential for future academic excellence, the proven leadership qualities of the applicant, and the applicant's involvement in community service and meaningful extracurricular activities.

Once awarded, the scholarships(s) will continue for a maximum of four years for undergraduate studies, provided that all of the continuation criteria are met. The total monetary award may be up to **three thousand dollars (\$3,000.00) per year**. A CERTIFIED TRANSCRIPT FROM THE SCHOOL SHOWING GRADE POINT AVERAGE MUST BE RECEIVED BY THE PROGRAM AFTER EACH COMPLETED SEMESTER TO REMAIN ELIGIBLE

### **Continuation criteria:**

1. The student must maintain a 2.75 grade point (on a 4.0 scale) or a 3.75 grade point (on a 5.0 scale).
2. The student must maintain continuous full-time enrollment (excluding the summer semester)
3. The Lodge member remains in good standing. If the member's dues become delinquent the grant will become null and void.
4. No future payments will be made if the student is expelled from or withdraws from the trade school, university, or college that he/she is attending.

Beginning in 2004, one or more Robertson benevolent fund scholarships will be granted each year to a son daughter grandson or granddaughter of a Third Degree member in good standing of St. Louis lodge number 5 I.O. O. F who are pursuing a degree on a full-time basis as a trade school college or university which is qualified as an educational organization under Section 170(b)(1)(A)(ii) of the Internal Revenue Code. The amount of the scholarship will be up to \$3000 per year to be determined by the selection committee responsible for awarding the scholarship(s). Following are the individual grand procedures.

### **INDIVIDUAL GRANT PROCEDURES FOR THE ROBERTSON BENEVOLENT FUND SCHOLARSHIP PROGRAM**

The following are the procedures of the Robertson Benevolent Fund Scholarship Program in the awarding of scholarship grants to individuals. (Hereafter referred to as the "Program").

#### **1. THE SELECTION PROCESS - CANDIDATES FOR GRANTS**

The Program selects recipients on the basis of criteria reasonably related to the purposes of the scholarship grant, including the credentials and the economic needs of the potential recipient. The type of individual grant programs which are sponsored by the Program are undergraduate programs at any accredited trade school, four year college, or university located in the United States of America.

An individual recipient will be selected from a group of qualified candidates who are eligible as noted on page one.

**ALL APPLICATIONS MUST BE COMPLETELY FILLED OUT IN THEIR ENTIRETY, NO EXCEPTIONS**

**How selected:** Applicants are required to submit a complete biographical record and supporting material, including a student transcript, letters of recommendation, and a student essay. Objective standards include:

- a. Prior academic performance;
- b. Performance or test designed to measure ability and aptitude for higher education;
- c. Recommendations from instructors or other persons unrelated to the candidate;
- d. Conclusions drawn from the application as to motivation, commitment to academic study; and
- e. Financial need.

**2. TERMS AND CONDITIONS UNDER WHICH THE PROGRAM AWARDS SCHOLARSHIP GRANTS**

The terms and conditions of each scholarship grant are contained in a letter to be sent to each recipient of such a grant. The recipient is required to communicate his/her acceptance thereof by a letter in writing to the Program. Terms and conditions include; financial reward, duration of grant, conditions for grant in future years, requirements for disclosure of information, and the right to obtain information.

**3. PROCEDURE FOR EXERCISING SUPERVISION OVER INDIVIDUAL GRANTS**

The Program has the right to receive a report of the recipient's courses taken and the grades received in each academic period. Such a report must be verified by the educational institution attended by the recipient and shall be provided at the end of each semester. Upon completion of a recipient's study at an educational institution, a final report shall be provided by the recipient.

**4. PROCEDURES FOR REVIEW OF RECIPIENT REPORTS, FOR INVESTIGATION WHERE DIVERSION OF GRANT FUNDS FROM THEIR SPECIFIED PURPOSES IS INDICATED, AND FOR RECOVERY OF DIVERTED GRANT FUNDS.**

**a. REVIEW OF RECIPIENT REPORTS**

A representative of the Program has the responsibility to follow the progress of the individual grant, that is, to receive each report submitted by the recipient or the funded educational institution, to make a determination as to whether the grant purposes are being are have been fulfilled, and to look into any questions requiring further scrutiny or investigation.

**b. INVESTIGATION WHERE DIVERSION OF GRANT FUNDS FROM THEIR SPECIFIED PURPOSES IS INDICATED**

Where reports to the Program or other information (including failure to submit reports after a reasonable time has elapsed from their due date) indicates that all or any part of grant funds are not being used for the intended purposes of such grant, the Program shall initiate an investigation. While conducting the investigation, the Program shall withhold further payments to the extent possible until it has determined that no part of the grant has been used for improper purposes, and until any delinquent reports have been submitted.

If the Program determines that any part of the grant has been used for improper purposes, the Program shall take all reasonable and appropriate steps to recover diverted grant funds or to insure the restoration of diverted funds and the dedication of other grant funds held by the recipient to the purposes being

financed by the grant. These steps will include legal action unless such action would in all probability not result in the satisfaction of execution of judgment.

If the Program determines that any part of the grant has been used for improper purposes, the grant will become null and void and **no future payments will be made.**

## **5. SELECTION COMMITTEE**

The Selection Committee shall consist of the five Trustees of St. Louis Lodge No. 5, Independent Order of Odd Fellows.

**APPLICATION INSTRUCTIONS FOR  
THE ROBERTSON BENEVOLENT FUND SCHOLARSHIP**

**How to apply:**

To apply for the Robertson Benevolent Fund Scholarship, **all** of the following information **must** be received, with a postmark **no later than May 1st.**

1. Complete all parts of the Robertson Benevolent Fund Application.
2. Transcript: Submit an official high school transcript, including SAT and/or ACT test scores.
3. Recommendations from three (3) teachers or counselors:  
Two of the three recommendation forms must be from high school teachers.
4. Essay: Submit an essay, 750 words or less, double-spaced, on the subject noted below.  
Why is a college education important to you and how do you see it shaping your future.
5. Include a copy of you and your parents last year's income tax return.
6. **All information submitted will be kept in strict confidence.**

All the above forms, transcripts, recommendations and essay must be assembled and sent in one package to:

Robertson Benevolent Fund Scholarship Program  
c/o St. Louis Lodge No. 5, I.O.O.F.  
P.O. Box 1467  
Fenton, Mo. 63026

**ROBERTSON BENEVOLENT FUND SCHOLARSHIP APPLICATION**

A. General Information

- 1. Name: \_\_\_\_\_
- 2. Address: \_\_\_\_\_
- 3. Telephone Number: \_\_\_\_\_
- 4. Date of Birth: \_\_\_\_\_
- 5. Social Security Number: \_\_\_\_\_
- 6. United States Citizen:     Yes \_\_\_\_\_     No \_\_\_\_\_
- 7. For which semester are you applying for this grant?  
\_\_\_\_\_
- 8. How many credit hours do you anticipate taking that semester?  
\_\_\_\_\_
- 9. Indicate the trade schools/colleges/universities to which you have applied. If you have made your final decision, please circle it.  
\_\_\_\_\_  
\_\_\_\_\_

B. Academic Information

- 1. Name of high school: \_\_\_\_\_
  - a. Date of graduation: \_\_\_\_\_
  - b. SAT Score: Math \_\_\_\_\_                      Verbal \_\_\_\_\_
  - c. ACT Score: \_\_\_\_\_
  - d. Grade point average: \_\_\_\_\_ out of a possible \_\_\_\_\_

e. Class rank: \_\_\_\_\_ out of \_\_\_\_\_ (total class size)

f. What academic program or major are you considering for study?

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g. What do you see as your future occupation or profession?

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2. Other Information

a. Special honors or awards: \_\_\_\_\_

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b. Extracurricular activities (last two years only): \_\_\_\_\_

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c. Volunteer activities: \_\_\_\_\_

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d. Leadership activities: \_\_\_\_\_

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C. Financial Information

1. Assets:

a. Checking account, approximate balance: \_\_\_\_\_

b. Savings account, approximate balance: \_\_\_\_\_

c. Other assets (please specify): \_\_\_\_\_

2. Anticipated Resources: This section should be completed to let you and the Robertson Benevolent Fund Scholarship Selection Committee know what resources are available to you for the period for which you are applying for aid.

a. Your income: \_\_\_\_\_

b. Spouse's income: \_\_\_\_\_

c. Social Security, Veteran's Benefits, child support, welfare, food stamps, etc.

(please specify): \_\_\_\_\_

\_\_\_\_\_

d. Interest, dividends, trust, etc. (please specify): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e. What amount of financial support, if any, do you receive from your parents, relatives, or friends?

\_\_\_\_\_

\_\_\_\_\_

f. Other sources (please specify): \_\_\_\_\_

\_\_\_\_\_

3. Expenses

a. Do you maintain your own household? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, what is your monthly rent or mortgage payment? \_\_\_\_\_  
 If no, what amount, if any, do you contribute for your room and board? \_\_\_\_\_

b. What major expenses are you responsible for paying?

<u>Expenses</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____

c. Have you applied for financial aid (either based upon merit or financial need) from any other source(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

d. If yes, please specify the source and the approximate amount you would expect to receive if your application were accepted.

_____	_____
_____	_____
_____	_____
_____	_____

e. Please explain if there are any special circumstances which affect your parents' ability to finance your education. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f. Please explain if there are any special circumstances which affect your ability to finance your own education. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

g. Are you related, in any way, to any member of St. Louis Lodge No. 5, Independent Order of Odd Fellows ?

If yes, to whom and how are you related? \_\_\_\_\_

\_\_\_\_\_

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I, certify that the information provided on this application is complete and accurate. **Any false statements made on this application will result in the withdrawal of this grant.**

Signature of Applicant: \_\_\_\_\_

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

**ROBERTSON BENEVOLENT FUND SCHOLARSHIP  
TEACHER RECOMMENDATION**

Teacher: Please return this completed this recommendation form in a seal envelope to the applicant so that he or she can include it in one completed Scholarship Packet, which must be received , by the Selection Committee, with a postmark no later than March 1<sup>st</sup>.

Applicant: Please complete the following information and give this recommendation form to the teacher who will recommend you.

Applicant Information:

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

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

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**The Robertson Benevolent Fund Scholarship is awarded based on past academic achievement, financial need, the potential for future academic excellence, proven leadership qualities, involvement in community service and a meaningful extracurricular activities. All applicants should possess above average records.**

Teacher: Please rank the applicant on the following:

	Outstanding	Excellent	Very Good	Average	Below Average
Initiative					
Originality & Creativity					
Ability to be analytical					
Ability to Communicate orally					
Ability to Communicate in writing					
Level of enthusiasm And curiosity					
Maturity					

Any further comments you may have which will distinguish this applicant from others in the applicant pool are appreciated. Please give particular consideration to intelligence, leadership, creativity and capacity for intellectual development. Additional comments can be made on the back of this form or on a separate attached sheet.

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

Position Held/Subject Taught: \_\_\_\_\_

School Telephone Number: \_\_\_\_\_