



## Applying for a Texas Oklahoma Kiwanis Foundation Key Club Scholarship 2019

First, our appreciation and congratulations to you for your Key Club service and high academic standards. We welcome your well-earned application as a qualified Key Club Scholarship Applicant. You may be justly proud.

Applying for Key Club scholarships, awarded by the Texas-Oklahoma Kiwanis Foundation, Inc., is relatively simple; however, guidelines and schedules must be strictly followed. Each year over one hundred students across Texas and Oklahoma will apply. We will judge from that list to choose an Interview list. 50-55 of those 100 plus applications will be selected for interview at the convention. The importance of submitting timely, complete, and clear applications, as cited below, is essential.

Scholarship application forms should be included in your District Key Club Convention Registration material. Additional assistance/guidance is available via the District Key Club website, the TO Foundation website, your Division Lt. Governor, District Key Club Administrator, and the T-O Foundation/District Office.

### **QUALIFICATION & APPLICATION:**

You must be a current member, in good standing, of Key Club, attending the Key Club District Convention, and a graduating Senior with proven GPA of 3.0 or above, based on a 4.0 system.

Complete the Application for the Texas-Oklahoma Kiwanis Foundation T-O Key Club District Scholarship.

Please include copies of your SAT or ACT scores along with your application.

Brief Resume, by school year,) indicating extracurricular activities to include: shown leadership abilities, school activities work experience, honors/awards received, and other such activities and accomplishments complementary to your achievements.

One-page summary of your continuing educational plans and future goals. You are encouraged to include other supporting information, such as leadership qualities, Key Club and other organizations, activities. Financial assistance is also considered.

The application can be downloaded from the Foundation website, [www.tofoundation.com](http://www.tofoundation.com). Completed forms including the requested copies of your transcript and test scores should be mailed to the Foundation Office. Handwritten applications that are easily read will be accepted. **DO NOT staple or fold forms or supporting material.** Mail in a large, flat envelope *and keep copies for your records.*

**NOTE – Mail ALL completed applications to:**

Texas-Oklahoma Kiwanis Foundation, Inc.  
Attn: Key Club Scholarship Applications  
3010 W. Park Row Dr., Suite 100  
Pantego, TX 76013

**PROCESS:**

**FIRST STEP, Application.** Complete the current Texas-Oklahoma Kiwanis Foundation, Key Club District Scholarship Application. This application, together with required supporting documents, **must be postmarked no later than Wednesday, February 11, 2019.**

**E-Mailed or faxed applications will not be accepted.** A valid postmark is sufficient to meet the "mail by" date requirement. Certified mail will ensure you a way to track your application. You **do not** need to send the application by premium, express services such as UPS or Federal Express.

As district applications are received, a confirmation will be posted on the TO Foundation website, [www.tofoundation.com](http://www.tofoundation.com). You will find a List of Applications received in order by State, City/Town, followed by name of School. **This is ONLY a confirmation** that an application has been received. This does **NOT** confirm you will be notified for an interview. The list may include a notation that an application item is incomplete, unclear, or a required document/form, etc., is missing.

There is a link from the Key Club TO District website to the Foundation site. Please allow sufficient time for your application to be received and logged, then check to verify your application is listed as complete. Should your application not be listed, we request you email or call the district office for guidance at [txokdist@swbell.net](mailto:txokdist@swbell.net) or message the foundation through the "Contact Us" page on the Foundation website, [www.tofoundation.com](http://www.tofoundation.com). Those messages go directly to a Foundation representative.  
**Phone: 817 640-7711 or FAX: 866-574-0698.**

Approximately 55-60 applicants will be selected this year, based on initial application scores, for Foundation interviews. These lists are provided to Key Club to assist in scheduling interviews. This schedule, for interviews, is then returned to the T-O Foundation and posted on the T-O Foundation website.

**SECOND STEP, Interview.** Like your successful application process, you should prepare! This is "Your 15 Minutes." You will meet with a panel of three Foundation Board of Trustees members. Each has carefully reviewed your application and is familiar with your initial qualifications. It is recommended that you prepare for this meeting as you would for the future employment position you hope to obtain. The judges are knowledgeable and there to help, guide, and encourage you. Professional conduct and appearance are expected. Preparation, courtesy, and enthusiasm makes a difference. Be on time, be direct, be confident, and respond to questions honestly. Expect to be asked both general and specific questions in a relaxed and informal manner. The judges are there as both a necessity and because they care about you. They want to

make full use of this short time to get to know you. Feel free to ask questions or cite special accomplishments or goals that complement your abilities and talents.

**If selected for an interview, you MUST attend the interview to be considered for a scholarship.**

**NO SCHOLARSHIPS WILL BE AWARDED SOLELY  
ON THE BASIS OF REVIEWING AN APPLICATION.**

**If you are on the interview list and are unable to attend the convention, notify your faculty advisor, your Key Club Lt. Governor or the Key Club District Administrator of your change in plans. Timely notification of your intent to not be at the convention will allow the Foundation to schedule another applicant in your time slot. If you are selected for an interview and, after arriving at the convention, you find yourself in a conflict with a convention activity and your scheduled interview time, come to the interview greeting area, explain the conflict and request a different time. The Foundation will endeavor to accommodate your request.**

**Many factors make up the criteria for awarding this scholarship. This scholarship is not awarded solely on academic performance. Service through Key Club and your school, school and community activities, work experience, relationships with your sponsoring Kiwanis club and other factors are evaluated in selecting scholarship winners. Scholarships will be announced during the Saturday night banquet at the convention. The scholarship funds will be sent to the college, university, junior college, or trade school for deposit in the student's account after the winning applicant has provided the Texas-Oklahoma Kiwanis Foundation, Inc. proof of enrollment.**

#### **SCHEDULE:**

**T-O District Key Club Convention: April 25-27, 2019** at the Sheraton Dallas Hotel in Dallas, Texas. Scholarship interviews are scheduled in conjunction with the District Key Club Convention. Due to the number of selected applicants and limited time, interviews are held Thursday afternoon/evening, all day Friday, and most of Saturday during the convention. Current Key Club Officers and Board members being interviewed should expect a Thursday afternoon/evening interview.

Interview schedules will be announced in late March. Scholarships will be awarded during the Saturday evening banquet.

**On behalf of our T-O Foundation Board, ALL Kiwanis members and your fellow Key Club students, Thank You. We wish you success and a *“Happy New Year.”***