

## **How to get a T O Foundation Key Club Scholarship**

To apply for one of the scholarships to be awarded by the Texas Oklahoma Kiwanis Foundation, Inc., you must be a member of Key Club and a graduating senior. MANY applications will be received and only a portion of those will be chosen for an interview. Applicants that make it through the first screening will also be interviewed at the Key Club District Convention. This makes it very important to do a good and complete job of completing the application since the first screening will be based on the application alone. Interviews are scheduled Thursday night, all day Friday, and all day Saturday of the convention. Winners are announced at the farewell breakfast Sunday morning.

Application forms are included in the District Key Club Convention registration material. Deadline for submitting an application is approximately 2 months before start of the convention (see the application form for the date each year). Once registration material is mailed to Key Clubs, the application forms will be posted on the District Key Club Web site as well. Judges reading the applications would prefer the form be downloaded in Word, completed on the computer, then printed, signed, and mailed along with an official copy of your high school transcript to the Texas Oklahoma Kiwanis Foundation. (But, applications are NOT counted off for being completed by hand, as long as it can be easily read.) Also, be sure you mail the district scholarship application to The Texas-Oklahoma Foundation in Arlington. DO NOT mail to Indianapolis. As district applications are received, a confirmation will be posted on the TO Foundation Web site. (This might have a day or two lag?) [www.TOFoundation.org](http://www.TOFoundation.org) It will show a list of Applications received in order by State first, then by towns/city and then by schools. (This list ONLY signifies your application was received, it does not mean you're getting an interview.) Be sure and check to verify your application was received. It will also have notations if something is missing. There will be a link from the Key Club T O District Web site to the Foundation site. If your application does not show up on the list, email or call to learn why. A little advice...any time you mail any document in which you have put a lot of work, be sure to keep a copy.

Do a good job on the application, because a team of judges will consider how the application is completed and what is on your transcript. Also considered by judges, besides grades, are leadership qualities, involvement in Key Club and other organizations, and involvement with sponsoring Kiwanis clubs. As with most scholarship applications, financial need is also considered in scoring the application. From all applications received, approximately 45 are selected, based on initial scores, for interviews. Also an alternates list of 5 will be developed in the event of withdrawals or no shows. This list is provided to Key Club to help schedule the interviews. The schedule of interviews is returned to the Texas-Oklahoma Kiwanis Foundation and posted on the T-O Foundation web site. Key Club members NOT selected will be the only ones receiving a notification letter telling them they were NOT selected. Since this article is how to get a scholarship, we assume you did a great job on the application, had great grades, were very active in Key club, were selected to be interviewed during the convention, and you looked at the T-O web site and found your name on the schedule.

The next step is the interview. You need to interview well. You will be interviewed by a panel of three judges. Each one will score you. In addition to the criteria above, judges will look at the same things that someone interviewing you for a job at a bank or other traditional business would. So my advice is to dress professional, act professional, look the judges in the eye, and speak up so they can hear you. Do not try to bluff your way through or try to deceive the judges. Just answer their questions as best as you can. If you do not understand the question or what is happening, feel free to ask the judges. I promise you they will not try to trick you or embarrass you. They will try to learn more about you so they can do their job better, and because they are interested in you.

While the time from the start of one interview to the start of the next is about 15 minutes this does not mean you have to keep your answers to yes or no. Expect to be asked essay questions and not true or false. Try not to give just yes or no answers. For example, if they ask you "Do you like Key Club?" do not just say you do or do not, expand on your reasons. If there is something that did not come up during the interview but you feel would help the judges, you need to bring it up yourself.

Finally, I wish you the best. I know you have been working many years on the things the judges will consider. I know Key Club members are the best students in your high school. The 45 selected for interviews are the best of the applications submitted, and those that get a scholarship are the best of those. So the names of the winners called out Sunday morning at the farewell breakfast are the best of the best of the best.

The winners, and I hope you are one, will receive a letter handed to them as their names are called Sunday morning. Be sure to keep this letter!! It will explain how once they graduate from high school and send proof of enrollment in college to the Texas Oklahoma Kiwanis Foundation, the Foundation will send a check to the school to be deposited in their account for educational purposes.

I hope this will help you get a scholarship. I wish every person applying for a scholarship could get one, but that is not possible with the current level of donations to the Foundation.

Questions can be sent to the Foundation webmaster at: [beltv@yahoo.com](mailto:beltv@yahoo.com) Be sure to put Key Club in the subject line as the webmaster deletes any suspicious email. You should expect a reply within 24 hours, probably far less.

*(This original letter was printed in Tex-O-Key in 2005. It was written by Past President Jerry Ward. Each year the current Foundation President reviews and updates this information to keep it current.)*