



CNH | KEY CLUB

PREPARING
for
SCHOLARSHIP
applications



CNH District Kiwanis Family and Foundations Committee
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what are Kiwanis scholarships

- Scholarships made available through donations from generous Kiwanians
- Designed to support Key Clubbers, KIWIN'S and Circle K members in pursuing higher education in return for their hard work in community service!

who can apply

A Key Club/KIWIN'S member in good standing (**dues-paid**) who is a **graduating senior** + is planning to attend a college, university, trade/vocational school, or other **institution of higher education the next year.**

****No requirements in regards to officer positions held, hours volunteered, years in the club, etc. (may help but do not guarantee a scholarship)****

KIWANIS CHILDREN'S FUND

- Provided by Kiwanis International
- Two (2) scholarships awarded to 2 different members
- Minimum amount of **\$2,500** (varies between years)
- Applications open on **November 1st**
- Applications due on **February 1st, 2025 @ 8:59 PM PST**

GETTING STARTED

STEP-BY-STEP

STEP #1

- Create an account on [Foundation](#) [using your personal email]
- Click on “Kiwanis Children’s Fund Scholarship”

- The main components of the application are:
 1. Transcript
 2. List of Activities
 3. Personal Statement
 4. Letter of Recommendation

FILL OUT APPLICANT INFO.

STEP-BY-STEP STEP #2

▼ Applicant Information

Please note that your contact information will be pulled from the information you filled out when you created your account. Please ensure that your contact information on your account is up-to-date.

Are you a graduating high school senior that is a member of Key Club International?*

Yes
 No

Are you currently attending college and a member of CKI?*

Yes
 No

Date of birth*

Are you currently working?*

Please select all that apply.

Yes, full-time.
 Yes, part-time.
 Yes, paid internship.
 Yes, unpaid internship.
 No, I am not currently work.

Are you currently working? is Required

Major of study*

If you have not yet declared your major, please write "Undeclared".

Upload your most recent transcript.*

Please note that an official transcript is not required.

Upload a file [10 MIB allowed]

What is your current GPA?*

Example: 3.5

#.#

What is your current GPA? is Required

▼ Applicant Club Information

School name*

Please enter the name of the school that you are currently attending.

Club name*

Please enter the name of the club (Key Club or CKI) that you are currently a member of.

Club district*

How long will you have been a member of the club you are currently in on February 1, 2023?*

If you are currently in CKI, please do not include years you were in Key Club.

Less than 1 year
 1 year
 2 years
 3 years
 4 years
 Greater than 4 years

Club advisor's full name*

Club advisor's email address*

▼ Applicant College/University Information (For Key Club)

Have you finalized your decision regarding the college/university you will be attending?*

Yes
 No

- Your transcript **does not need to be an "official" transcript** [ex. you can download a transcript from Aeries]
- Your GPA can be either weighted or unweighted
- All of your club information must match the info in the **MUC (Membership Update Center)** [ask your Club President for this info]

ACTIVITIES AND ESSAY

STEP-BY-STEP STEP #3

▼ Activities

List the activity you participated in, any leadership positions held, and years you were involved.*
Please note that any work experience (jobs or internships) should have been completed under "Work Experience". It should not be included as an activity.

Also, this is not just for Kiwanis involvement. Please include any activity that you would like to share and that you participated in while attending school.

*If you had a leadership role in that activity, please include the years that you held that position.

Examples (Do not use acronyms):

1. Marching band, clarinet section leader (2 years), 4 years
2. Junior Reserve Officer's Training Corps (JROTC), N/A, 2 years

5,000 characters left of 5,000

▼ Personal Statement (Key Club)

Personal Statement*
Key Club's core values are leadership, character building, caring and inclusiveness. In 500 words or less, explain how you have upheld these values through your involvement with Key Club and how you will continue to do so in your future endeavors.

3,000 characters left of 3,000

- **Quality is better than quantity**
- Make sure you are answering the **Key Club prompt**, not the Circle K prompt

- Include activities participated in **and outside of Key Club** [emphasize leadership positions + years involved]
- Do not include jobs/internships
- Do not use acronyms
- Follow the format provided
- **There is no max. number of activities**, only a 5,000 character limit. Be wise with your words!

LETTER OF REC

STEP-BY-STEP

STEP #4

Letter of Recommendation - Instructions

When you provide your reference's email address in the recommender's email field you must click the compose email button. You must compose a personal email in addition to the automatic and immediate email sent through the application. Consider using the sample language provided.

"Hello, I am applying for a scholarship and I have been asked to provide a letter of recommendation. Would you be so kind as to send this for me? The request will come to you automatically from this email address: administrator@grantinterface.com. The deadline for submission is **February 1st at 11:59 p.m. ET**. If you are unable to provide this, please let me know."

Have your reference check their spam folder if they don't see it. It is your responsibility to make sure the reference submits your recommendation by the deadline.

We recommend that you submit your application ahead of the letter of recommendation being provided to us, however you will be disqualified if we do not receive your letter of recommendation by the deadline (11:59 pm EST on February 1).

Letter of Recommendation - Request

Recommender's email address*

- Must be submitted through the link sent to the **recommender's personal email address**

- Recommended: **written by a Faculty/Kiwanis Advisor** [but, a teacher/counselor/boss/etc. is good, too]
- **Provide additional information to your recommender** [explain the scholarship, give insight on your accomplishments, guide them]

Circle K International

Circle K International*

The collegiate branch of the Kiwanis International family, Circle K International is a student-led collegiate service organization. Would you like to receive information about joining Circle K?

Yes
 No

Alumni Network

Alumni Network*

Key Club International and Circle K International are in the process of building a robust network of alumni. Would you be interested in joining the Alumni Network?

Yes, sign me up to be a member of the Key Club Alumni Network.
 Yes, sign me up to be a member of the Circle K Alumni Network.
 No, I am not interested at this time.

Feel free to answer the last questions in any way you'd like. **Your answers will in no way affect your likelihood of receiving a scholarship.**

MAKE NOTE

- **Do not include additional information** such as a resume, additional letters of rec, etc. [it will result in disqualification]
- You can check the status of your application on Foundation. It will state one of the following:
 - Draft
 - Submitted
 - Approved = you are a recipient of a scholarship!
 - Denied
 - Undecided = still in review
 - Abandoned = your application has an error
- If you are a recipient, **you will be notified through email in April**

CNH CHILDREN'S FUND

- Provided by California-Nevada-Hawaii Children's Fund
- **One application** feeds into multiple different scholarships (changes each year)
 - This year, it covers the initial application for the *Loretta Barksdale McElwain scholarship* (~\$15,000)
- The number of recipients and types of scholarships vary each year
- Due **February 2nd, 2025**

In 2023, over 70 students received scholarships (more than \$119,000 awarded)

Each year, **an average of \$75,000-\$100,000** is awarded

GETTING STARTED

STEP-BY-STEP

STEP #1

- Go to cnhfoundation.org -> What We Do -> Scholarships & Leadership Training -> Scholarship Program
 - Click on **“Key Club and KIWIN’S graduating seniors - Apply for a scholarship here”**

- The main components of the application are:
 1. Academics and Employment
 2. **60%** - Key Club
 - a. Key Club Service
 - b. Kiwanis Family Attendance
 - c. Leadership Positions
 - d. Awards + Recognition
 3. **20%** - Service to School
 4. **20%** - Service to Community outside of school

INTRODUCTORY INFORMATION

STEP-BY-STEP STEP #2

Personal information

I am applying for the following scholarship: (select one)*
 Cali-Nev-Ha Key Club
 Cali-Nev-Ha KIWIN'S

Confirmation of Graduation & Post-Secondary Studies*
 Yes No

Social Security Number*
 Yes No
By selecting "YES" you are confirming that you have a Social Security Number issued in your name and that you will provide said Social Security Number should you be awarded a scholarship from the Kiwanis Cal-Nev-Ha Foundation

First Name*
First Name
Last Name

Address*
Address Line 1
Address Line 2
City
State
ZIP Code

Email*
Preferred Number*
Secondary Number

Statement of Understanding*
 CONFIRM

Signature*
By typing in your legal name, you are electronically signing this application.

Date
Oct 29 2022 10:51 AM

- Read ALL beginning instructions
- Make sure to fill out everything with a **red asterisk***
- For the date, you can put the day you submit the application

***OPTIONAL* Student Aid Index (SAI) Number**

Found on your FAFSA Submission Summary (FSS)

***OPTIONAL* Please upload page 1 of your FAFSA Submission Summary (FSS) showing your Student Aid Index (SAI). Please label your file with your as "Last Name, First Name_2024 SAI" For example: Chaves, Jennifer_2024 SAI**

Choose File Remove File No File Chosen

Please note your SAI will be used by the Awards Committee only to assist the Committee in determining the allocation of scholarships to SLP Board members when the one-third allocation is being reached. Additionally, the SAI will be used for all applicants considered for the Loretta Barksdale-McElwain scholarships.

- If you look at the scholarship requirements, **GPA is NOT a weighted section**. This scholarship is a **SERVICE SCHOLARSHIP**, so don't be discouraged by GPA!
- It is no longer required to submit your FAFSA Submission Summary

60% - KEY CLUB

STEP-BY-STEP STEP #3

- **All Kiwanis Family information must match the MUC** (Membership Update Center) [Ask your club president for this info]

- **It's okay if you don't have 20 events**

- You can order it by date, importance, or how much you contributed to the project
- **Limited space = be concise**
- **Show your contribution to the event;** don't just describe what the event was. [ex. state if you planned it/directed others]

60% - KEY CLUB

STEP-BY-STEP

STEP #3

Kiwanis Family Attendance

NOTE: Duplication of activities in more than one section will not be considered by the judges.

Indicate only the **top fifteen (15)** Kiwanis Family **events** that you **attended** as a CNH /KIWIN'S Key Club member. Please follow the format provided in the example to ensure you provide all information requested by the judging committee.

Example:
Key Club District Convention; 2014-17: attended all four years; delegate twice and served as judge

| | | |
|----------------------------------|----------------------------------|----------------------------------|
| Event 1 <input type="text"/> | Event 2 <input type="text"/> | Event 3 <input type="text"/> |
| Event 4 <input type="text"/> | Event 5 <input type="text"/> | Event 6 <input type="text"/> |
| Event 7 <input type="text"/> | Event 8 <input type="text"/> | Event 9 <input type="text"/> |
| Event 10 <input type="text"/> | Event 11 <input type="text"/> | Event 12 <input type="text"/> |
| Event 13 <input type="text"/> | Event 14 <input type="text"/> | Event 15 <input type="text"/> |

List up to 5 top Kiwanis Family Events you have attended

- **15 events are not required!** However, put as many as you can
- Even though it says Kiwanis Family, you can include events hosted by your own Kiwanis Family Branch
- **Format: Event Name; Year-Year: your involvement**

Example: Key Club District Convention; 2014-17: attended all four years; delegate twice and served as judge

60% - KEY CLUB

STEP-BY-STEP

STEP #3

Leadership Positions

NOTE: Duplication of activities in more than one section will not be considered by the judges.

Indicate up to your **top ten (10) offices or positions held** as a CNH/KIWIN'S Key Club member. Indicate whether office positions are elected or appointed positions. Please follow the format provided in the example to ensure you provide all information requested by the judging committee.

Example:
Club President: 2016-17, elected

| | |
|--|--|
| Position/Office 1 <input type="text"/> | Position/Office 2 <input type="text"/> |
| <small>Example: Club President: 2016-17, elected</small> | |
| Position/Office 3 <input type="text"/> | Position/Office 4 <input type="text"/> |
| Position/Office 5 <input type="text"/> | Position/Office 6 <input type="text"/> |
| Position/Office 7 <input type="text"/> | Position/Office 8 <input type="text"/> |
| Position/Office 9 <input type="text"/> | Position/Office 10 <input type="text"/> |

Include: Elected or Appointed Club positions, Division positions, District Committees, District Board positions

- Do not include a description of duties
- **Format: Position: Year-Year, whether you were elected/appointed**

Example: Club President: 2024-2025, elected
Division Technology Chair; 2023-2024, appointed

Awards & Recognition

NOTE: Duplication of activities in more than one section will not be considered by the judges.

Indicate up to your **top ten (10) honors received** as a CNH/KIWIN'S Key Club member. Please follow the format provided in the example to ensure you provide all information requested by the judging committee.

Example:
Member of the Month: 2013, 2015, 2016

| | |
|---|--|
| Recognition 1 <input type="text"/> | Recognition 2 <input type="text"/> |
| <small>Example: Member of the Month: 2013, 2015, 2016</small> | |
| Recognition 3 <input type="text"/> | Recognition 4 <input type="text"/> |
| Recognition 5 <input type="text"/> | Recognition 6 <input type="text"/> |
| Recognition 7 <input type="text"/> | Recognition 8 <input type="text"/> |
| Recognition 9 <input type="text"/> | Recognition 10 <input type="text"/> |

List **up to 10 awards/honors you have received** in KIWIN'S or Key Club [all awards matter, even if it is small!]

20% - SCHOOL 20% - COMMUNITY

STEP-BY-STEP STEP #4+5

Service to School

NOTE: Duplication of activities in more than one section will not be considered by the judges. Check the criterion for each category before completing each section.

Service to School - 20% of your score

Indicate offices held (other than CNH/KIWIN'S Key Club) and participation in other organizations and projects.

Indicate up to your **top ten (10) participation in** and any **offices held** in school organizations and projects **not affiliated with CNH/KIWIN'S Key Club**. Please follow the format provided in the example to ensure you provide all information requested by the judging committee.

Example:
Yearbook: 2013-2017; served as Sports Editor, Copy Editor, Editor in Chief and photographer

| | |
|--|--|
| School Activity 1 <input type="text"/> | School Activity 2 <input type="text"/> |
| <small>Example: Yearbook: 2013-2017; served as Sports Editor, Copy Editor, Editor in Chief, photographer</small> | |
| School Activity 3 <input type="text"/> | School Activity 4 <input type="text"/> |
| School Activity 5 <input type="text"/> | School Activity 6 <input type="text"/> |
| School Activity 7 <input type="text"/> | School Activity 8 <input type="text"/> |
| School Activity 9 <input type="text"/> | School Activity 10 <input type="text"/> |

List up to 10 school activities you participated in outside of KIWIN'S/Key Club

Service to the Community

NOTE: Duplication of activities in more than one section will not be considered by the judges. Check the criterion for each category before completing each section.

Service to Community - 20% of your score

Indicate organizations and projects you were involved in through your religious institution, other community service groups not affiliated with Kiwanis or your school, and any activities accomplished on your own.

Indicate up to your **top five (5) community service activities not affiliated with Kiwanis or your school**. Please follow the format provided in the example to ensure you provide all information requested by the judging committee.

Examples:
Sunday School: 2016-17, ran 2nd grade classes preparing lessons and craft activities
Boy Scouts: 2013-present, earned Eagle Scout Rank
Teen Council: 2015-2017, representative and social activities committee

| | |
|--|--|
| Service to Community 1 <input type="text"/> | Service to Community 2 <input type="text"/> |
| <small>Example: Sunday School: 2016-17, ran 2nd grade classes preparing lessons and craft activities</small> | |
| Service to Community 3 <input type="text"/> | Service to Community 4 <input type="text"/> |
| Service to Community 5 <input type="text"/> | |

List up to 5 community service activities not affiliated with KIWIN'S/Kiwanis or your school

Format for both sections: Activity: Year-Year: Positions held/accomplishments/awards received

Examples: Yearbook: 2013-17: served as Sports Editor
Sunday School: 2016-17; ran 2nd grade craft activities

MAKE NOTE

- When you save your application via email link, **RESEND THE LINK BY RE-SAVING YOUR APPLICATION WITHIN 30 DAYS**. If not, the link will expire and your progress will be deleted.
 - To be safe, **answer all of the questions on a google doc** and copy and paste into the application when you are ready to submit
- Do not duplicate activities across sections/within a section [it will not be counted]

OTHER SCHOLARSHIPS

- Are sometimes offered at random times throughout the year = **check-in often!**
- Amounts vary; do not overlook smaller scholarships
- Reach out to your local Kiwanis Clubs to see if they offer any scholarships that you can apply for

TIPS *and* TRICKS

- **START NOW!** DON'T PROCRASTINATE!
- Include lots of detail and **be specific**
- Be truthful + **genuine**, but don't be afraid to brag
- **Quantify** your accomplishments
- Don't be afraid to **ask for advice**
- Set yourself apart from the other applicants!
- Type your answers on a **separate Google Doc**

POTENTIAL TIMELINE

NOV.

MID DEC.

END OF DEC.

JAN.

EARLY FEB.

Open the application, brainstorm, fill in personal information

Finish rough draft #1, ask for a letter of rec + upload transcript, if needed

Finish revised draft #2, ask for advice from your friends/family

Ask your president for club information, finish your final draft

Double check you followed all directions, SUBMIT!

CONTACTS

- KIWANIS CHILDREN'S FUND
scholarships@kiwanis.org
1-800-KIWANIS, ext. 225 (U.S. and Canada)
- KFF CHAIR Leya Wu
kff.chair@cnhkeyclub.org
- MORE INFORMATION
kiwanis.org
cnhfoundation.org
cnhkeyclub.org



Also reach out to your respective
Lieutenant Governor if you have any
questions!

THANK YOU

for reading

The CNH Key Club District would like to acknowledge the following individuals who have contributed to this guide:

- ★ **Alyssa Kline**, Kiwanis Family and Foundation Chair, 2022-2023
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