



CNH | KEY CLUB

PREPARING *for* SCHOLARSHIP *applications*





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3WHAT ARE KIWANIS SCHOLARSHIPS? + WHO CAN APPLY
4KIWANIS CHILDREN'S FUND + STEP-BY-STEP + MAKE NOTE
10CNH CHILDREN'S FUND + STEP-BY-STEP + MAKE NOTE
18OTHER SCHOLARSHIPS
19TIPS AND TRICKS + POTENTIAL TIMELINE
20CONTACTS

table of contents



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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)**



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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, 2023 @ 8:59 PM PST**



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GETTING STARTED

STEP-BY-STEP

STEP #1

- Create an account on [Foundant](#) [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

www.grantinterface.com/Home/Logon?urlkey=kif



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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]

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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!

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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**

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.

Due by 02/01/2023 11:59 PM EST.

- 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]

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 Foundant. 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**

Kiwanis children's fund



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- 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 17th, 2023**

In 2022, 70 students received scholarships
(more than \$119,000 awarded)
Each year, **an average of \$75,000-\$100,000** is
awarded



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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

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INTRODUCTORY INFORMATION

STEP-BY-STEP STEP #2

Personal information

I am applying for the following scholarship: (select one)*
☐ Cali-Nev-Ha Key Club
☐ Cal-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*
Email

Preferred Number*
Preferred Number

Secondary Number
Secondary Number

Statement of Understanding*
☐ CONFIRM

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

Date
Oct 29 2022 10:51 AM

Academics & Employment

Overall Academic G.P.A.*
G.P.A.

Expected Family Contribution (EFC) Number*
EFC Number

Found on Page 1 of your Student Aid Report (SAR)

Please upload Page 1 of your Student Aid Report (SAR) showing your Expected Family Contribution (EFC). Please label your file with your as "Last Name, First Name_2023 EFC"
For example: Chaves, Jennifer_2023 EFC*

Choose File Remove File No File Chosen

Please note your EFC 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 EFC will be used for all applicants considered for the Loretta Barksdale-McElwain scholarships.

If you worked while in high school, identify where and an average number of hours worked per week
Where and hours worked

Examples: Starbucks, 15 hrs/wk; Premier Aquatics Center, 25 hrs/wk/summer

- 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

- 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!
- Your FAFSA must be completed in order to download your EFC



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60% - KEY CLUB

STEP-BY-STEP

STEP #3

Kiwanis Family information

Region* ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10
☐ 11 ☐ 12 ☐ 13 ☐ 14
☐ 15 ☐ 16 ☐ 17 ☐ 18

Division*

Official Club Name*

Club Number*

Sponsoring Kiwanis Club

Number of years in Kiwanis Family programs?*

	0 Year	1 Year	2 Years	3 Years	4 Years
CNH/KIWAN'S Key Club	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Builders Club	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K-Kids	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Parent's member/s of Kiwanis?
☐ Yes ☐ No

Save and Resume Later

Progress

Club Service

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

CNH/KIWAN'S Key Club Service - 60% of your score

Indicate service completed as a CNH/KIWAN'S Key Club member, projects chaired, service projects organized, events attended, offices held, etc.

Indicate only the **top twenty (20)** service projects that you **completed** as a CNH/KIWAN'S Key Club member. Please follow the format provided in the example to ensure you provide all information requested by the judging committee.

Example:
Annual Pumpkin Smash: 2015: Recruited 40+ members to volunteer and coordinated on site assignments to cover multiple shifts over 2 days

Project	Project 2
Example: Annual Pumpkin Smash: 2015: Recruited 40+ members to volunteer and coordinated on site assignments to cover multiple shifts over 2 days	<input type="text"/>
Project 3	Project 4
<input type="text"/>	<input type="text"/>
Project 5	Project 6
<input type="text"/>	<input type="text"/>

- 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]



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



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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	Position/Office 2
Example: Club President: 2016-17, elected	
Position/Office 3	Position/Office 4
Position/Office 5	Position/Office 6
Position/Office 7	Position/Office 8
Position/Office 9	Position/Office 10

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: 2016-2017, elected
Division Technology Chair; 2020-2021, 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	Recognition 2
Example: Member of the Month: 2013, 2015, 2016	
Recognition 3	Recognition 4
Recognition 5	Recognition 6
Recognition 7	Recognition 8
Recognition 9	Recognition 10

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



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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/KIWANIS 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/KIWANIS 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

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

School Activity 3

School Activity 5

School Activity 7

School Activity 9

School Activity 2

School Activity 4

School Activity 6

School Activity 8

School Activity 10

List up to 10 school activities you participated in outside of KIWANIS/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

Example: Sunday School: 2016-17, ran 2nd grade classes preparing lessons and craft activities

Service to Community 3

Service to Community 5

Service to Community 2

Service to Community 4

List up to 5 community service activities not affiliated with KIWANIS/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]

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other scholarships

- Are sometimes offered at random times throughout the year = **check-in often!**
- Amounts vary; do not overlook smaller scholarships
- You can apply for scholarships offered by a Kiwanis Club that is **NOT your Sponsoring Kiwanis Club**



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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!



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CONTACTS

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



THANK YOU FOR READING!!