



KNIGHTS OF COLUMBUS

Rosary Council #4684

Richmond, Vermont

Fr. Gerard P. Leclerc Memorial Scholarship 2018

I. OVERVIEW

PURPOSE: The Knights of Columbus *Rosary Council #4684* in Richmond and Williston assist in meeting the many needs of those in their community, and especially the families of Our Lady of the Holy Rosary and Immaculate Heart of Mary parishes, through their sponsorship of special devotional prayer programs, spiritual development workshops and a frequent outpouring of *corporal & spiritual works of mercy*. One of the important objectives for the council is to have a positive impact on the faith and spiritual growth of our Catholic youth. The *Fr. Gerard P. Leclerc Memorial Scholarship* is one of the specific ways the *Rosary Council* helps contribute to the spiritual and material needs of Catholic students seeking higher education while concurrently promoting the importance of the Catholic Faith and charitable service in the lives of young adults.

DESCRIPTION: The *Fr. Gerard P. Leclerc Memorial Scholarship* commemorates the holy life and selfless service of Father “Gerry” Leclerc who was a retired, diocesan priest residing at the Our Lady of the Holy Rosary rectory from about 2010 to 2015. He faithfully assisted the pastor in serving the members of that parish community as well many other Vermont parishes throughout his active years in the diocese. In 1962, Fr. Gerry pursued a special calling to serve as a missionary priest in Latin America where he was stationed for twenty-years. Even after retirement, he continued to actively minister to the small Hispanic communities scattered throughout Vermont until his battle with cancer made it too difficult for him to travel. In memory of Fr. Gerry’s profound dedication to his Catholic Faith and his humble and tireless commitment to serving others, the Rosary Council will award **one (1) one-thousand dollar (\$1,000) scholarship each year** to a deserving young Catholic man or woman pursuing a full-time, undergraduate collegiate education. In keeping with the values espoused by Fr. Gerry, the scholarship application and interview process is designed to facilitate an award decision based on the applicant who most fully represents a young adult who sincerely practices their Catholic Faith; actively participates in parish life; possesses a strong knowledge of Catholic moral doctrine; espouses honorable personal and professional aspirations; and has demonstrated solid scholastic achievement (i.e. GPA). Only one (1) student may receive this scholarship annually, but most applicants will be eligible to reapply throughout the course of their full-time, undergraduate studies. Previous awardees are not eligible to reapply so that other worthy applicants may also potentially benefit from this scholarship award.

ELIGIBILITY REQUIREMENTS

The applicant will:

1. Be **17 to 25** years of age by September 30th in the year the scholarship is awarded.
2. Be a **full-time undergraduate student** enrolled in an Associate or Bachelor degree program at an accredited college /university during the year the scholarship is awarded.
3. Have a **cumulative grade-point-average (GPA) of 2.0 or better** at their current high school or college/university.

4. Be a **practicing Catholic** who will have received the **Sacrament of Confirmation** by September 30th in the year the scholarship is awarded.
5. Be a **registered parishioner** of either Our Lady of the Holy Rosary (Richmond, Vermont) or Immaculate Heart of Mary (Williston, Vermont) parishes **OR** be the son/daughter/grandson/granddaughter of a Rosary Council Knight of Columbus in good-standing **OR** be the son/daughter/grandson/granddaughter of a deceased Rosary Council Knight of Columbus who was in good-standing at the time of his death.
6. **Receive sponsorship** from an authorized member of the Rosary Council who will assist the applicant with the application process and validate eligibility requirements #1, #2, #3, #4 and #5.
7. Acquire a **signature of endorsement** from their parish priest where they normally attend Mass which will attest to their regular practice of the Catholic Faith.

Sponsorship: The sponsor's responsibilities include assisting the applicant with the application materials, mentoring them in their understanding of the interview process and validating selected eligibility requirements. Every applicant must be assigned a sponsor. The sponsor will not have any formal or informal influence / input regarding the selection decision of the Scholarship Evaluation Board members.

II. ADMINISTRATION

PROCESS:

Phase I (Application) - The applicant must first thoroughly review all the scholarship application materials and ensure that they meet the eligibility requirements. **They must then contact the Scholarship Committee Chairman, Christopher Poirier (cpfixit@comcast.net), to arrange for an assigned "scholarship sponsor."** The applicant must have an assigned sponsor to apply. They will then submit their completed and signed, written application and 500-700 word essay to their sponsor so that he can validate it and forward it to the Scholarship Committee Chairman **no later than May 31, 2018.**

Phase II (Interview) – Applicants will report to the Scholarship Evaluation Board for their interview at a designated time and place coordinated in advance. Those who are out of the area during the interview timeframe may be granted an interview via phone or video-teleconference, if necessary. A **15-30 minute** interview will be conducted by a panel of four (4) Scholarship Evaluation Board members who will evaluate each applicants' response to a selected number of pre-published interview questions.

Phase III (Decision) – The Scholarship Evaluation Board members will grade each written essay and interview using a standardized evaluation rubric. When all the interviews are completed, the committee will compare applicant evaluations and select one (1) scholarship awardee and one (1) runner-up. All applicants will be notified in writing of the final status of their application by the Scholarship Committee Chairman no later than 10 days after the decision has been made.

Phase IV (Award) – Once it is verified that the awardee is fully enrolled and participating in the academic program for which the scholarship was intended, a check for one-thousand dollars (\$1,000) will be drafted by the Rosary Council's Financial Secretary and **mailed directly to the college/university** for deposit into the student's academic account. If for some unforeseen reason the awardee becomes ineligible for the scholarship that year, the award will then go to the designated "runner-up" selected by the Scholarship Evaluation Board.

APPLICATION SUBMISSION: The scholarship application and essay must be filled-out, printed and signed by the **applicant**, their **pastor** and their **Knights of Columbus sponsor**. The sponsor will review the application materials and ensure that they are complete and will then submit these materials to the Scholarship Committee Chairman no later than the annual deadline date of **May 31, 2018**. Late applications will not be accepted. All eligible applicants may reapply for this scholarship throughout the term of their full-time undergraduate program as long as all other eligibility criteria are still valid.

ESSAY: In 500-700 words, the applicant should describe **what their Catholic Faith means to them**. The essay must be written by the applicant. Though others (sponsors, parents, teachers, etc.) may proofread and help edit the essay, it is intended to be a personal reflection and composition in the applicant's own words. It must be formatted with typed, double-spaced, 12-point Times New Roman font printed on standard 8 ½ X 11 paper with 1-inch margins and be **provided in both hard-copy and digital form**. The 500-700 word limit (approximately 1 ½ to 2 ½ pages) is specifically intended to help the applicant be as concise and impactful as possible. Exceeding 700 words will negatively affect the essay grade.

ESSAY EVALUATION CRITERIA: The "General Composition" criteria will be evaluated on a 1 (low) to 5 (high) scale for each applicant. The "Technical" criteria will be evaluated on a 1 to 3 scale.

- a. General Composition – organization, clarity, impact
- b. Technical – word usage, grammar, spelling, word-count, format

INTERVIEW: The in-person interview is designed to evaluate the applicant's sincerity in the practice and understanding of their Catholic Faith as well as to give them the opportunity to advocate for themselves verbally in front of an evaluation board. Although oral communication skills are important, the primary purpose of this interview is to more holistically assess the applicant's honesty, morality and aspirations using the faith-based criteria that are the cornerstone of the *Fr. Gerard P. Leclerc Memorial Scholarship*. The Scholarship Committee Chairman will select two (2) specific questions from each of the four interview question categories. These selected questions will be asked of every applicant that year to ensure standardization. Applicants should be prepared to answer and elaborate on every question proposed in Appendix B – Interview Questions.

INTERVIEW EVALUATION CRITERIA: These criteria will be evaluated on a 1 (low) to 5 (high) scale for each applicant.

- a. **Practice of the Faith** – attendance at Mass weekly and Holy Days, participation in Sacraments, Faith in daily life
- b. **Participation in Parish / Community Life** – involvement in church ministries/activities, support of community-oriented activities
- c. **Catholic Morals** – understanding of fundamental Church doctrine regarding personal moral decision-making
- d. **Future Aspirations** – personal vision for the future, realistic, service focused - selflessness

GRADE POINT AVERAGE (GPA): Since the *Fr. Gerard P. Leclerc Memorial Scholarship* is intended to support and encourage academic pursuits, the Scholarship Evaluation Board will also include the applicant's most recent academic achievement, as indicated by their grade point average (GPA), as a numerical evaluation factor. This number will be added as a raw value to the other evaluation criteria ratings.

III. PERSONNEL

SCHOLARSHIP COMMITTEE CHAIRMAN: The Scholarship Committee Chairman is appointed by the council's Grand Knight and is responsible for managing and directing all policies, procedures, training, and evaluation standards involving the implementation of *Fr. Gerard P. Leclerc Memorial Scholarship*. The Chairman will also sit as the "Chairman of the Scholarship Evaluation Board," and facilitate the process, but will not evaluate the applicants. He is the final decision authority regarding any selection ties and will resolve any discrepancies or grievances regarding the scholarship's administration.

SCHOLARSHIP COMMITTEE: The Scholarship Committee is composed of 4 to 8 volunteer Knights from the Rosary Council who are responsible for collaborating on the policies, procedures, training, and evaluation standards involving the implementation of *Fr. Gerard P. Leclerc Memorial Scholarship*. All decisions will be finalized based on a committee vote.

SCHOLARSHIP SPONSORS: Scholarship Sponsors are a group of volunteer Knights from the Rosary Council who will be assigned to each scholarship applicant. They will assist the applicant with their application, provide mentoring regarding the essay and interview process and validate selected eligibility requirements. The sponsor will not have any influence or input regarding the selection decision of the Scholarship Evaluation Board members. The Scholarship Committee Chairman will be responsible for training all sponsors in the tasks they should perform. Sponsors cannot be members of the Scholarship Committee or the Scholarship Evaluation Board.

SCHOLARSHIP EVALUATION BOARD: The Scholarship Evaluation Board will be composed of four (4) volunteer Knights from the Rosary Council #4684 who will be appointed and trained by the Scholarship Committee Chairman. To ensure a fair and standardized applicant evaluation process, these same four members will serve on the Board throughout the awardee selection process in any given year. A Scholarship Evaluation Board member cannot be:

1. a parent, grandparent or relative of a scholarship applicant who is applying during the year they are serving on the board
2. a sponsor for any individual applicant who is applying during the year they are serving on the board
3. any Knight who feels that they may be favorably or unfavorably biased toward any applicant who is applying during the year they are serving on the board
4. the Scholarship Committee Chairman

IV. SUPPORTING MATERIALS

Appendix A – Scholarship Application

Appendix B – Interview Questions

Appendix C – Applicant Evaluation Worksheet



OFFICIAL: The documents, policies and procedures described in these "Fr. Gerard P. Leclerc Memorial Scholarship" materials are officially endorsed by the Knights of Columbus - Council #4684 Scholarship Committee and the undersigned for implementation during the 2018 calendar year.

Date: April 6, 2018


CHRISTOPHER J. POIRIER
Scholarship Committee Chairman



Student Application

Applicant's Full Name: _____ Home Parish: _____

Home Address: _____ Parish Address: _____

Mailing Address: _____ Pastor's Name: _____

Cell Phone: _____ Mother's Name & Phone: _____

Home Phone: _____ Father's Name & Phone: _____

Email Address: _____ Recent School & City/State: _____

ELIGIBILITY CRITERIA

Age: _____ College/University Attending in September: _____

Date of Birth (MM/DD/YYYY): _____ GPA: _____ Effective Date (MM/DD/YYYY): _____

1. As of September of this year, I will be a full-time undergraduate student enrolled in an Associate or Bachelor degree program at an accredited college /university: **YES** _____ **NO** _____
2. I have received or will receive the Sacrament of Confirmation by September 30th of this year: **YES** _____ **NO** _____
3. I am a practicing Catholic, meaning that I endeavor to attend Mass every Sunday (or Saturday) and on Holy Days of Obligation and I actively participate in the Sacraments of Penance and Holy Communion: **YES** _____ **NO** _____
4. I meet at least one of the following requirements (check all that apply):
 - a. I am a registered parishioner of either Our Lady of the Holy Rosary, Richmond, Vermont or Immaculate Heart of Mary, Williston, Vermont: **YES** _____
 - b. I am the son/daughter/grandson/granddaughter of a Rosary Council Knight in good-standing: **YES** _____
 - c. I am the son/daughter/grandson/granddaughter of a deceased Rosary Council Knight who was in "good-standing" at the time of his death: **YES** _____

Name of familial Rosary Council Knight (if applicable): _____

SIGNATURES & ENDORSEMENTS



APPLICANT: *I affirm that the information provided on this application is current and accurate and that I meet the eligibility criteria listed above.*

Date: _____ Signature: _____



PASTOR: *I affirm to the best of my knowledge that the scholarship applicant listed above is a practicing Catholic.*

Date: _____ Name (Printed): _____ Signature: _____

Parish Name: _____ Address: _____



SPONSOR: *I have reviewed the applicant's scholarship materials and certify that their application is accurate and complete and they meet all the eligibility criteria.*

Date: _____ Name (Printed): _____ Signature: _____

Interview Questions

The follow list includes all the possible questions an applicant could be asked during the interview portion of the scholarship application process. To ensure standardization, the Chairman of the Scholarship Evaluation Board will preselect two (2) questions from each of the selected categories.

I. Practice of the Faith – attendance at Mass weekly and Holy Days, participation in Sacraments, Faith in daily life

1. When are Catholics required to attend Mass and why?
2. What is the difference between Catholic “Eucharist” and Protestant “Communion?”
3. When must we “go to confession?”
4. What was so special about the Virgin Mary?
5. What is so special about confessing our sins to a priest in the Sacrament of Reconciliation compared to just privately asking God to forgive us?
6. What are the seven Sacraments and what is each one of them all about?
7. Other than at Mass, when are we supposed to allow our Faith to influence our behavior in daily life? Give some examples.
8. What is “transubstantiation” and when does it occur? What does this mean to you?
9. What is the “Trinity?”
10. Why do we genuflect at a Catholic church?
11. What does the “Sacrament of Confirmation” signify?
12. Why do we pray for the souls in Purgatory?

II. Participation in Parish / Community Life – involvement in church ministries/activities, support of community-oriented activities

1. In what ways have you participated in parish or community life?
2. How would you define “community?”
3. Name four (4) church ministries and explain what they do.
4. Why is it important to support parish & community events?
5. What church ministry would you like to participate in that you have not already? Why?

III. Catholic Morals – understanding of fundamental Church doctrine regarding personal moral decision-making

1. Is “slander” a sin? If so, why and what Commandment best describes it?
2. What does God say about a couple who want to “live together?”
3. Purposely misleading the government by entering incomplete or false information on your annual tax return is considered a violation of what Commandment(s)?
4. What does it mean to “take the Lord’s name in vain?” Is this a sin?
5. What is the difference between the “Sacrament of Matrimony” and a marriage facilitated by a Justice of the Peace?”
6. When is abortion permitted according to the Catholic Church?
7. Why is euthanasia morally wrong?

IV. Future Aspirations – personal vision for the future, realistic, service focused – selflessness

1. What do you want to do when you finish your collegiate education?
2. How do you think your Catholic Faith should influence and guide your professional and personal decisions?



Knights of Columbus - Rosary Council #4684

Fr. Gerard P. Leclerc Memorial Scholarship 2018

Applicant Evaluation Worksheet



	1	2	3	4	5
	<i>Fair</i> -----				<i>Outstanding</i>

ESSAY					
General Composition (organization, clarity, impact)					
Technical (word usage, grammar, spelling, word-count, format)				These Ratings Not Used For This Criteria	

INTERVIEW					
Practice of the Faith Attendance at weekly Mass and Holy Days Participation in the Sacraments Living the Faith in daily life					
Participation in Parish / Community Life Involvement in church ministries/activities Support of community-oriented activities Charitable outreach to community					
Catholic Morals Understanding of fundamental moral doctrine Personal adherence to Catholic values					
Future Aspirations Has a personal vision for their future Sets realistic goals Selflessness service focus				These Ratings Not Used For This Criteria	

Academic GPA Current grade-point-average including the most recently completed semester	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>ENTER ACTUAL NUMERIC GPA HERE</i> </div>			
	NAME OF SCHOOL:		LOCATION:	

EVALUATOR'S NOTES:

INTERVIEW DATE / TIME:		ESSAY SUB-TOTAL:	
BOARD MEMBER:		INTERVIEW SUB-TOTAL:	
SPONSOR:		TOTAL SCORE	
APPLICANT:			