



# Applying for a Texas Oklahoma Kiwanis Foundation Key Club Scholarship 2022

## **Covid 19 Statement:**

**Covid 19 restrictions may require changes to these scholarship application and review procedures including, but not limited to:**  
**In person interviews**  
**Online (Zoom) interviews**  
**Evaluation of applications without interviews**  
**Announcement of Scholarship winners**

Thank you for your interest in applying for a Key Club Scholarship. The application process is relatively simple; however, guidelines and schedules must be strictly followed. Each year over one hundred students across Texas and Oklahoma will apply and we will pre-judge those applications and choose 60-70 for an interview during the convention. The importance of submitting timely, complete, and clear applications, as cited below, is essential.

Questions about the application process or after the applications have been submitted can be asked by going to the “Contact Us” tab on the Foundation website, **tofoundation.com**.

## **QUALIFICATION & APPLICATION:**

You must be a current member, in good standing of Key Club, attending the Key Club District Convention, and a graduating Senior.

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

**If available**, please include copies of your SAT, ACT, TSI or Texas Success Initiative. It is our understanding the Oklahoma may not have an equivalent of the TSI. There will be no penalty assessed if there is no Texas TSI or an Oklahoma equivalent summary included with the 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 to two -page summary of your continuing educational plans and future goals. In that summary, please respond to the question: “If I am awarded a scholarship, how will that scholarship affect my financial plans for the coming school year. 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**. Completed applications, essays, resumes' and 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*.

**Mail ALL completed applications to:**

**Key Club Scholarships  
P.O. Box 13160  
Arlington, TX 76094**

## **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 Friday, February 4, 2022. 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**. 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 selected 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**. Those messages go directly to a Foundation representative. The Foundation Office Phone: **817 640-7711 or FAX: 866-574-0698**.

Approximately 60-70 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.**

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

## **SECOND STEP, Interview (cont.)**

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.

### **SEE COVID 19 STATEMENT AT THE BEGINNING OF THIS DOCUMENT**

**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, Key Club District Administrator Kenyon Black, [kblack6500@yahoo.com](mailto:kblack6500@yahoo.com) or T-O Kiwanis Foundation President Konrad Brandemuhl, [Konrad.Brandemuhl@p66.com](mailto:Konrad.Brandemuhl@p66.com), 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. 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/technical school for deposit in the student's account after the winning applicant has provided the Texas-Oklahoma Kiwanis Foundation, Inc. proof of enrollment.**

**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.”***