



**KNIGHTS  
OF COLUMBUS**  
IN SERVICE TO ONE. IN SERVICE TO ALL.

**Montelores Catholic Community  
Council 04209**

## **Knights Memorial Scholarship Fund**

Cortez Knights of Columbus Council 4209 has established an endowment fund to honor the memory of deceased member Knights of Council 4209. The earnings from this fund will be used to provide scholarships for deserving students to help defray the cost of post secondary education at an accredited institution of higher learning. The Knights Memorial Scholarship Fund will be administered by *ONWARD!*, a Legacy Foundation.

### **A. Who may apply?**

Applicants must

1. be a member in good standing of the Montelores Catholic Community (MCC) and
2. be a pending graduate of a recognized high school program in the area, including home schooling;
  - or have a degree from an accredited high school;
  - or have a GED and
3. have a plan to attend an accredited post secondary institution of higher learning and has
  - applied for admission and/or,
  - been accepted and/or,
  - is currently enrolled in such an institution.

### **B. How to apply:**

1. Obtain a copy of the directions and application by downloading from
  - <http://www.montelorescatholic.org>
  - application available at the MCC Office, 28 E. Montezuma, Cortez, CO 81321,
  - application available at the Counselor's Offices at M-CHS, Dolores HS, Mancos HS, SWOHS, and SCCC.
2. Open the PDF file, fill out the application on a computer (preferred) and print it,
  - or print the application and fill it out manually.
3. All items may not apply to you, but it is important to fill in as much information as possible.
4. Fill in the blanks where indicated and as instructed. Try to make your answers stand out from questions ie: different font or color. A brief answer is one or two sentences. A short answer is one or two paragraphs, not to exceed 150 words.
5. Using a folder or binder with a clear plastic cover, complete your **APPLICATION**

**PACKAGE** to include, in order;

- The completed application form.
- A photo of yourself on 8 ½ x 11 paper. (color not important)
- An official copy of your school transcript.
- A letter of recommendation from a teacher, counselor, or mentor who is familiar with your academic or educational background.
- A letter of recommendation from any other person who knows you well and who is outside of your school environment. They should briefly describe their relationship with you.

- DO NOT include transcripts, letters of recommendation, or any other material IN SEALED ENVELOPES. Open them and place them in the correct order in your packet. NO STAPLES. All items in package MUST be on 8 ½ x 11 paper.
6. The deadline for submitting the completed application is **April 1**. All items except for test scores must be submitted by this date. No other information will be accepted after this date.
  7. Submit the complete **APPLICATION PACKAGE** to:

**Knights Memorial Scholarship Committee**  
**28 E. Montezuma**  
**Cortez, CO 81321**

**C. Selection Process:**

1. Each year, the Knights Memorial Scholarship Advisory Committee will appoint a Scholarship Selection Committee, composed of Committee Chair, members of families of deceased Knights (2), active member Knights (2) and the Pastor of MCC or his delegate. Members of applicant families are not eligible to serve on this committee.
2. The total amount of scholarship funds to be awarded will be based on the reasonably projected earnings available at the end of the second quarter of the current year.
3. The Scholarship Selection Committee will evaluate all eligible applications to determine which, if any, of the applicants to recommend for scholarships.
4. The members of the Scholarship Selection Committee will use the attached scoring sheet as an aid in their evaluations.
5. The Scholarship Selection Committee may require an applicant interview as part of the evaluation.
6. Based on its evaluations, the Scholarship Selection Committee may recommend that no scholarship or that multiple scholarships be awarded in any year.
7. Upon approval of the Knights Memorial Scholarship Advisory Committee and the Council 4209 membership, the scholarship winner(s) will be notified.
8. Upon acceptance of the scholarship by the applicant(s), the awards will be announced publicly to the MCC and in the media.
9. The scholarships may be formally presented at the annual awards or graduation ceremonies of the successful applicant(s).
10. The Knights Memorial Scholarship Committee Chair will instruct *ONWARD!* to forward the scholarship funds, in the students name, to the school at which he/she is enrolled.
11. The school will make these funds available to the student for payment toward tuition and fees, books and supplies, meals and any other legitimate school related expenses.
12. The student will keep a record of the disposition of the scholarship funds and present a report to the K of C at the end of the school year.