

CHAPTER GUIDELINES FOR ESTARL SCHOLARSHIP

Congratulations on your sponsorship of an ESTARL Scholarship applicant. Please review the process for ensuring that your applicant's requirements are complete and in proper order for consideration of an ESTARL Award.

- 1.) The Chapter should receive a letter from the prospective Applicant seeking the Chapter's sponsorship, or the Chapter may be contacted by the ESTARL District Chairman regarding an Applicant in need of Chapter sponsorship
- 2.) The Worthy Matron appoints an ESTARL Scholarship Committee.
- 3.) The Committee schedules a meeting with the Applicant.
- 4.) The Committee or Chapter Secretary downloads the required forms from the Grand Chapter website.
 - a. ESTARL Scholarship Application
 - b. ESTARL Chapter Committee Report
 - c. ESTARL Application Guidelines and Procedures
 - d. ESTARL Minister Reference Form
- 5.) The Committee or Chapter Secretary should contact the ESTARL District Chairman for assistance in the application process.
- 6.) The Committee assisted by the Chapter Secretary will send the Minister Reference form to individuals noted by the Applicant in the ESTARL application.
- 7.) When all the application documents are received, and the Committee has met with the Applicant, the Committee will complete the Committee Report form. The Committee will then report their recommendation to the Chapter at a Stated Meeting.
- 8.) The Chapter votes on whether or not to sponsor the Applicant
- 9.) The Chapter Secretary forwards all the application documents to the appropriate ESTARL District Chairman.

For former recipients reapplying for a scholarship - The Chapter will receive a letter from the recipient requesting to be considered for a scholarship. The letter will include updates on his/her life and any changes in address, etc. The Chapter will forward the letter to its District Chairman by April 15th.