

GUIDELINES

LOTTIE L. KYLE MEMORIAL AND EDUCATIONAL BURSARY FUND

1. This Fund shall be known as the Lottie L. Kyle Memorial and Educational Bursary of the Order of the Eastern Star.
2. This Fund shall be open to application by Son, Daughter or Grandchild of a member of the Order of the Eastern Star; such member shall be a resident and belonging to a Chapter in New Brunswick.
3. The money shall be used to pay on expenses at a University, Teacher's College, Trade School, Hospitals, Business School and Schools of Fine Arts and Crafts.
4. The money must be used in the year in which it is awarded.
- 5(a) Applicants must have attained requirements of an Educational Facility as listed above in Section (3), and, in the case of first-year students, be recommended by her or his High School Principal and, in the case of students entering subsequent years of study, be recommended by the Professor/Instructor of the last year completed. In either case, the application shall be accompanied by the final Official Transcript for the period ending in February or March of the year of study.
- 5(b) In the event the applicant cannot receive their final marks on time: A letter from the institution acknowledging acceptance of applicant shall be acceptable.
6. Applications must be made to the Grand Chapter Committee Chairperson through the Subordinate Chapter which is sponsoring the applicant after said application has been accepted by the Chapter and signed by the Worthy Matron and Secretary under the Seal of the Chapter. Applications will not be accepted unless the Chapter Seal is affixed.
- 7(a). The awards shall be decided at a meeting held each year, preferably before the end of the Grand Chapter Session, but, in any event, no later than two weeks following the closing of said Session.
- 7(b). It shall be the responsibility of the Chairperson to advise the sponsoring Chapter in writing of the rejection of any application and the reason for the disqualification.
- 7(c). It shall be incumbent upon the Committee to distribute the available funds, after awarding the Lottie L. Kyle Memorial Bursary.

- 7(d). The Committee Chairperson shall provide the Grand Secretary and Grand Treasurer a list of the awards with the complete mailing address of all of the recipients.
8. The value of the Lottie L. Kyle Memorial Bursary for the top award shall be \$1,000.00.
9. The remaining funds in the Bursary shall be disbursed equally among the remaining applicants, to a maximum of \$250.00 per person.
10. Blank application forms for Bursaries to be available from the Secretaries of the Subordinate Chapters.
11. Applications for Bursary must be received by the Subordinate Chapter for approval with the Chapter Seal no later than their May meeting and to be forwarded by the Chapter Secretary to the Committee no later than June 15 of each year.
12. The Lottie L. Kyle Memorial and Educational Bursary Committee Members will be representatives of five areas of this Grand Jurisdiction with one from each area:
 - Saint John
 - Moncton
 - Fredericton
 - Upper Saint John River Valley
 - North Shore
13. A new Committee Member will be appointed for a period of five years. Upon the completion of her/his tenure on the Committee, she/he will be replaced by a member from her/his area appointed by the incoming Worthy Grand Matron.

PLEASE NOTE:

1. The above rules should be read at the SEPTEMBER and DECEMBER meetings of all Subordinate Chapters.
2. Give date of meeting at which application was approved.
3. Secretaries to retain copy of revised rules for reference to applications each year.

LOTTIE L. KYLE MEMORIAL AND EDUCATIONAL FUND BURSARY APPLICATION

(REVISED JULY 2018)

Name and Address (In full): _____

Phone: _____ email: _____

Graduated from _____
Year Total Marks

Plan to Enter _____
(School, Hospital, University)

Plan to Take _____

Fraternal Relationship

Member of _____ Chapter, No. _____

Mother, Member of _____ Chapter, No. _____

Father, Member of _____ Chapter, No. _____

Grandparent, Member of _____ Chapter, No. _____

Family Background

Father _____ Occupation _____

Mother _____ Occupation _____

Number of Siblings _____ Boys _____ Girls _____

Number of Siblings in Public School _____

Number of Siblings in Advanced Education _____

Date of Birth _____
Day / Month / Year

Letters of recommendations enclosed from Principal of School and 2 others as to moral character and scholastic ability:

1) _____

2) _____

3) _____

I declare I am in need of financial assistance to further my education.

Date _____ Signature of Applicant _____

Verified and approved by _____

Worthy Matron

Chapter

Secretary

Chapter

Chapter Seal

Reviewed by the Lottie L. Kyle Committee

On _____ 20 _____

Approved for a Bursary of \$ _____

Chairperson _____

Received _____ 20 _____