

TO: Grand Knights  
Local Councils

January 6<sup>th</sup>, 2012

FROM: James G Fraser, Secretary  
State Scholarship Committee

SUBJECT: SIMON J. KHATTAR State Scholarships

---

- 1) On behalf of the committee on State Scholarships, I am pleased to announce that Applications for the Knights of Columbus, Simon J. Khattar State Scholarship are being accepted from this date up to and including MARCH16<sup>th</sup>.2012.
- 2) The committee is pleased to forward you a supply of application forms and scholarship posters for distribution to the high schools within the jurisdiction of the local councils. It is important that you cover only your area, as other councils will cover their areas and we will not have any overlap. The posters are to be placed on bulletin boards and other prominent places in the high schools as soon as possible.
- 3) As indicated on the posters, the applicants are directed to obtain the application forms and any pertinent information on the scholarships from the high school guidance counsellors and the council representatives of the councils nearest to their homes. The completed application forms are to be returned to the local councils NOLATERTHANMARCH16<sup>th</sup>.2012.
- 4) As soon as possible after the applications have been received by the council, you, in concert with other appropriate local council officials, should review the applicants for the purpose of choosing **One and Only One** to forward to the state committee. The committee will choose the number of scholarships which are open for the current year.
- 5) The members of the State Scholarship Committee take it for granted that the local officials, in their deliberations, have judged and evaluated each application in the light of the qualifications and the regulations set down by State Council By-laws as printed on the application forms.
- 6) The selected applications from each council, along with any letters of recommendation or support which the council members may wish to include, should be mailed so as to be in the hands of the secretary of the committee on State Scholarships NOLATERTHANAPRIL13<sup>th</sup>.2012.

- 7) The Members of the State Scholarship Committee offer thanks to all brother knights for their interest and support. Special thanks and deep appreciation, of course, go to you and your scholarship officials on the local levels that are really the heart and soul of the Scholarship Program.
- 8) The following checklist is for the guidance of your scholarship officials:
- a. Before the application forms are distributed, please fill in the information asked for on pages one and two. Please add your telephone number for the convenience of the applicants.
  - b. Before the posters are distributed, please fill in the information requested in the lower right-hand corner of each poster.
  - c. Try to arrange a meeting with the guidance counsellors and the principals of the high school as soon as possible in order to discuss the scholarship program with them. Inform them that we have approximately 8 to 10 scholarships across the province and that there are a number available for this year. Leave your name and telephone number with them along with a supply of posters and application forms. These may be photocopied if additional copies are needed.
  - d. When all completed application forms have been returned to your local council, please arrange sessions with your appropriate officials of the council in order to review the applications. Choose **ONE AND ONLY ONE** which you wish to send to the State Committee.
  - e. Before sending the selected one to the committee, please make a final check of the forms and documents to see that all information requested has been supplied. The chosen application should be mailed so that it is in the hands of the Secretary **NOLATERTHANAPRIL13<sup>th</sup>2012.**
  - f. The local council should include a letter with the application and inform us if the applicant is a member or a relative of a member of the Knights of Columbus. Also include a letter of recommendation from the applicant's Parish Priest.

If you have any questions, please do not hesitate to get in touch with me by mail at the address below, phone: 755-1437, or email: [jpfraser@eastlink.ca](mailto:jpfraser@eastlink.ca)

Fraternally yours,

James G Fraser,  
State Scholarship Committee Secretary  
34 Twrlfth St  
Trenton, NS  
B0K 1X0