



SONS OF NORWAY - DISTRICT TWO

Washington - Oregon - Alaska - Idaho

Step-By-Step Process for Lodge Camp Scholarship Coordinators

This document has been created to clarify the process of administering your lodge scholarship program and connecting the families of your lodge with the two financial assistance opportunities offered by District 2: the Sofie/Olson Scholarship and the Draxten Memorial Fund. Campers apply directly for the Sofie/Olson Scholarship whereas you are responsible for getting the names, amounts and camps of the recipients of your lodge's camp scholarships. So, here is a step-by-step process.

1. If you do not have a lodge camp scholarship fund, create one.

Form a committee and create a lodge camp scholarship application as quickly as possible. If you want to see how camp scholarship forms of other lodges look, contact the Youth Director who has copies of the camp scholarship applications of several lodges.

Your lodge scholarship award should be tailored to how much your lodge can afford. In recent years, lodge camp scholarships have ranged from \$50 to \$300. Any amount your lodge can give will be gratefully appreciated by the parents and kids.

Since you need to communicate to the Youth Director the names of your camp scholarship recipients by April 30th, I advise setting a deadline no later than March 31st to receive the complete applications.

2. Get the lodge camp scholarship and Sofie/Olson Scholarship forms to your families as quickly as possible.

Be creative how you get the word out to your families. You can never over-do publicity on this opportunity. Announce the camp scholarships at your lodge meetings. Announce it in your lodge newsletter. Have your Membership Secretary get a list of your lodge's Heritage members from international. Send an email blast to your membership. To reach young families, it is very important that you use social media so posting the opportunity on your lodge's Facebook page and website. Do what you have to do to get the word out. and as soon as you find someone who is interested get the lodge camp scholarship application and camp application forms in their hands and point out the deadlines.

3. Award the camp scholarships and get the names and scholarship amounts to the Youth Director and the camp directors by April 30th.

After awarding the scholarships, please email the names of the recipients, the amounts awarded to each and the camps they will attend to the Youth Director and the appropriate camp directors.

4. Ask your lodge's treasurer to write the checks to the appropriate camps.

Three things we ask of your lodge when writing the checks to the appropriate camps.

- Please do not make the checks payable or mail them to the camper: make them payable and send to the appropriate camp at the address listed on the application form.
- If you are awarding camp scholarships for multiple camps, please send the checks for the right amount to each camp instead of one check to one camp. So, if your lodge opted to award a \$200 scholarship for one camper to go to Camp Trollhaugen and another \$200 scholarship for another to attend Camp Normanna, then your treasurer should mail a \$200 check to Camp Trollhaugen and another \$200 check to Camp Normanna, instead of a \$400 check to one camp.
- With the checks, please include the name(s) of the camper(s) whose scholarship(s) the check is for. Our directors receive a lot of checks so it will help to keep them straight.

If you ever need help or have questions, please contact the Youth Director or the appropriate camp director.

Fraternally,
David Champion
Youth Director & Scholarship Committee chair
District 2 Sons of Norway