

CLUB CHECKLIST
(09/2005)

Club Chair:

Please use this checklist to ensure that all necessary requirements for the applicant and the club have been met. Please note the application deadline to National Headquarters is *March 1, 2006*. Applications received after this date will not be eligible.

You must send the original and six other photocopies to Headquarters.

1. Accept applications to club until February 1st, 2006
2. Club committee formed to review applications
3. Most recent full year school transcript attached
4. Proof of citizenship confirmed
5. Application is complete - i.e. financial resources
6. One selected application has been endorsed at a regular club meeting
7. Club President has signed the endorsed application (If applicant is related to the club president then another member of the club executive should sign)
8. Club President's phone, fax and email numbers are filled in and legible (we will need to contact the president if the club has a winner)
9. Total number of applications received by club is filled in
10. Club has met the deadline by sending the **selected applicant's original application form and six photocopies** to Kin Headquarters by March 1st.
11. Notify applicant that his/her application has been chosen for endorsement by the club, and has been forwarded to the Board of Trustees for consideration.