

EASTERN STAR TRAINING AWARD FOR RELIGIOUS LEADERSHIP (ESTARL)  
Grand Chapter of New Mexico Order of the Eastern Star

**ESTARL Board Procedures**

The Board shall meet at least twice a year. Only applications received by October 1 for the spring semester or April 1 for the fall semester will be considered.

The ESTARL Board will receive and review all applicants for awards.

See that all blanks on application are properly completed.

Be sure names and addresses are sent to the Chairman of the Grand Trustees, Grand Secretary and Grand Treasurer, checks cannot be sent without this information.

Those applications approved by the ESTARL Board will be granted awards on the basis of money available by the Grand Trustees.

The ESTARL Board will be notified by the Board of Grand Trustees, not later than November 15 or June 15, of the action taken on applications submitted. The ESTARL Board will send the appropriate chapter notifications.

**Duties of ESTARL Board Chairman**

The Board Chairman is expected to send letters to the subordinate Chapters as soon as possible after Grand Chapter. You can refer to the letters that have been sent out in previous years (copies are in the file passed on to the new Chairman each year). You should send a copy of the ESTARL policy and a copy of the application with your letter.

As applications come in, check that they are filled out properly and consult with the other two board members. If everyone approves the application, send the application to the Chairman of the Board of Grand Trustees. A copy of the application should be kept for your files and a copy to the Grand Secretary.

Approved applications will be forwarded by the Chairman of the ESTARL Board through the Chairman of the Grand Trustees to the Grand Secretary for payment.

The Chairman of the ESTARL Board will be asked to give a report to the Board of Grand Trustees at the mid-year meeting. This is just a brief up to date report.

The Chairman will be required to give a complete report at the pre-session meeting of the Board of Grand Trustees and a report at Grand Chapter. The reports should be signed by all three board members. It is good to notify the other two Board members to come with you to the East when giving your report.

Maintain the official files of the ESTARL Board. Ensure that a FORM 5, *Acknowledgement of Use of ESTARL Grant*, is received from the Chapter Secretaries. Follow-up with those recipients, through their sponsoring Chapter, if the FORM 5 is not received within one month after completion of the applicant's chosen study program.

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ESTARL NEW APPLICANT CHECKLIST

The following checklist is provided to assist you in items that should be checked during the review process. The Policy should be reviewed regularly and this checklist is not to replace that need. Check the boxes of those items that are correct. Place a red X, or other desired marking, to indicate that there is an irregularity.

Is the applicant sponsored by and initiated through a legally constituted Chapter of the Grand Chapter of New Mexico?

Is the applicant a graduate of a New Mexico accredited High School, College, or University OR is his/her parents/guardians a legal resident of New Mexico?

Application arrived before October 1 or April 1? (If the date was missed, add to the next group of applicants)

REVIEW OF SUBMITTED FORMS

FORM 1a, Application Form submitted

School and school Registrar's address annotated on the form

Current transcript of college credits is attached

Signed by the school Registrar

Contains the seal of the college

Applicant is enrolling in at least six (6) hours of religious education as a graduate student or full time junior or senior at an accredited college or university working toward a major or minor in religious leadership

Applicant's academic standing is acceptable

FORM 1a is complete

FORM 1b, Applicants Autobiography submitted

Signed by applicant, and if applicable, by parent/guardian

Photo attached

FORM 1b is complete

FORM 2, Chapter ESTARL Committee Evaluation and Recommendation submitted

Signed by members of the sponsoring Chapter ESTARL Committee

Signed by the Chapter Worthy Matron and Chapter Secretary

Contains sponsoring Chapter seal

The subordinate Chapter ESTARL Committee recommends approval

FORM 2 is complete

FORM 3, Personal Evaluation (total of three (3) forms submitted)

Signature and evaluator's position annotated for each of the following

Teacher or Instructor

Pastor or Rabbi

Neighbor or business acquaintance

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RENEWAL APPLICATION CHECKLIST

The following checklist is provided to assist you in items that should be checked during the review process. The Policy should be reviewed regularly and this checklist is not to replace that need. Check the boxes of those items that are correct. Place a red X, or other desired marking, to indicate that there is an irregularity.

Are the proper forms submitted and are they complete?

FORM 4, Application for Renewal

Is the school and school address on the form

Is an official transcript, since the last award, attached

Is the transcript signed by the Registrar and does it have the seal of the college?

Did the applicant, Worthy Matron, and Secretary sign the form?

Does the form have the seal of the Chapter.

Did the previous award have FORM 5 submitted to acknowledge the use of the previous ESTARL grant?

Is the form signed by the recipient and the Registrar/Director?

Did the application arrive before September 1 or February 1? (If the date was missed, add to the next group of applicants)

This applicant has not had another award within the last year and this award will not exceed the limit of five (5) awards.

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ESTARL CONTINUING EDUCATION APPLICANT CHECKLIST

The following checklist is provided to assist you in items that should be checked during the review process. The Policy should be reviewed regularly and this checklist is not to replace that need. Check the boxes of those items that are correct. Place a red X, or other desired marking, to indicate that there is an irregularity.

Is the applicant sponsored by and initiated through a legally constituted Chapter of the Grand Chapter of New Mexico?

Application arrived before October 1 or April 1? (If the date was missed, add to the next group of applicants)

REVIEW OF SUBMITTED FORMS

FORM CE1, Continuing Education Application Form submitted  
School and school Registrar's address annotated on the form  
Signed by applicant  
FORM CE1 is complete

FORM 2, Chapter ESTARL Committee Evaluation and Recommendation submitted  
Signed by members of the sponsoring Chapter ESTARL Committee  
Signed by the Chapter Worthy Matron and Chapter Secretary  
Contains sponsoring Chapter seal  
The subordinate Chapter ESTARL Committee recommends approval  
FORM 2 is complete

FORM CE3, Personal Evaluation (total of three (3) forms submitted)  
Signature and evaluator's position annotated for each of the following  
Pastor or Rabbi  
Eastern Star member or Master Mason  
Neighbor or business acquaintance