

Job's Daughters International Grand Guardian Council of Maryland, Inc.

Cathy Feyen - Grand Guide of Maryland
16640 Prince Frederick Road
Hughesville, Maryland 20637
301-221-2839 cfeyen@comcast.net

May 8, 2010

Dear Bethel Guardian,

As Grand Guide, it is my responsibility to administer the Educational Loans for the Grand Guardian Council of Maryland. Loans are made available because of the 3-Way Split Project that each Maryland Bethel does as a fundraiser every term. The 3-Way Split Project is divided three ways: 1/3 goes to the Education Fund, which assists Daughters in furthering their education after high school; 1/3 goes to the Promotion Fund, which provides literature and material to help promote membership in Job's Daughters; and 1/3 goes to the Bethel's Treasury.

Attached is a copy of the Grand Guardian Council's Application for Educational Loans, and the accompanying "Steps in Granting an Educational Loan." The information and application should be furnished to eligible Bethel Daughters who may be interested in applying for an educational loan. After the Daughter applies, the loan committee will review the application and contact her.

Thank you for your attention in ensuring that each eligible daughter receives the provided information on this beneficial program. Please do not hesitate to contact me if you have any questions concerning the loan process.

In love of Job's Daughters,

Cathy Feyen
Grand Guide

Approved: Theresa Regner, Grand Guardian

Application for Educational Loan
Job's Daughters International Grand Guardian Council of Maryland, Inc.

Refer to instructions located in, "STEPS IN GRANTING OF EDUCATIONAL LOANS"

Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Amount of loan requested: _____

Purpose of the loan: (see instruction 1b) _____

| Specific Purpose: (see instruction 1c) _____

Length of loan: _____

Name of College/School: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact name at school: _____

Return application to:
Cathy Feyen, Grand Guide
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- **Guardian Secretary: DO NOT read this page. It is reference material for those interested in applying for a loan.**

**GRAND GUARDIAN COUNCIL OF MARYLAND –
STEPS IN GRANTING OF EDUCATIONAL LOANS:**

1. Daughter must complete attached application. The application shall include:
 - a. Amount of loan requested may not to exceed \$1,000.00 in one calendar year. Total loan cannot to exceed \$3,000.00
 - b. Purpose of loan: College, Secretarial School, Nursing School
 - c. Specific purpose: tuition, fees, books, room and board
 - d. Length of loan: how many years does the course require to be completed?
 - e. Name, address, and contact information for College or School where applicant has been accepted.
 - f. Each year, until the loan is paid, the applicant shall complete an up-to-date status form. This shall be done until the loan is paid in full.
 - g. A check for the amount of the loan will be sent directly from the GGC of Maryland to your school, and made payable to the school on your behalf.
2. An applicant shall have a letter of reference or recommendation from a reputable person (not family) sent directly to the Educational Loans Committee Chairman.
3. Requirements for granting the loan:
 - a. A promissory note must be signed before the presentation of the check.
 - b. There must be two (2) witnesses (endorsees) present to sign the note at the time of the presentation of the check.
 - i. One witness may be a member of the family.
 - ii. Second witness must be a NON-family member.
 - c. These witnesses must know that they will be responsible for payment of the loan if the note is in default by the applicant.
 - d. Legal commitments
 - i. No one loan shall be made for a period longer than two (2) years after graduation or for longer than six (6) years and each loan shall be secured by a promissory note.
 - ii. Notes shall be interest free for one year following maturity, and then shall bear interest at the rate of five percent (5%) per year.

NOTE: MARRIED DAUGHTERS ARE NOT ELIGIBLE FOR EDUCATIONAL LOANS.

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