

# **North Carolina Association of Educational Office Professionals, Inc.**

## **Union County Association of Educational Office Professionals**

TO: High School Senior Guidance Counselors

FROM: Candace Williams, Chairman  
UCAEOP Scholarship Committee

SUBJECT: **NCAEOP SCHOLARSHIP APPLICATIONS**  
**\$1,000 Union County EOP Scholarship – awarded to senior of UCAEOP member**  
**\$800 Ann H. Williams Memorial Scholarship – awarded to senior of UCPS employee**  
**\$500 Billy Stegall Memorial Scholarship – awarded to any UCPS senior**

DATE: February 10, 2014

Union County Association of Educational Office Professionals extends an invitation to graduating seniors in your school to enter our scholarship competition. Three (3) scholarships will be awarded in the amounts of \$1,000, \$800, \$500. Please feel free to make copies of the application for those wanting to apply.

The \$1,000 scholarship is for seniors whose parent is a member of UCAEOP; the \$800 scholarship is for all seniors who are children of UCPS employees; and the \$500 scholarship is for all UCPS seniors. Please note the differences. Send the applications and required attachments to me at UCPS Central Services no later than March 21, 2014.

Winners' counselors will be contacted during the month of April. Winners and their parents will be invited to attend the EOP Administrators' Banquet on May 5, 2014, for the official presentation of their scholarship awards. Effective January 1, 2011, scholarship winners have one (1) calendar year from the date the award is presented to claim their scholarship money; otherwise, the award is forfeited.

The applicant with the best overall score will be entered into the District 7 EOP scholarship competition. The district winner advances to the NCAEOP scholarship competition. The application comes from our state association, thus the personal financial questions. All applications are kept strictly confidential.

Thank you.

**North Carolina Association of Educational Office Professionals, Inc.**  
**NCAEOP STUDENT APPLICATION FORM**

**Guidelines:**

**NOTE: Be sure to read guidelines and application carefully and include all necessary attachments and forms. All nominees submitted to the State scholarship chairman must be on the most current form as approved by the Board of Directors. The form must be typed. Scholarships may be used for tuition, books, and fees.**

The North Carolina Association of Educational Office Professionals, Inc. award annual scholarships in the amount of \$9,000+. Total scholarships are awarded by State, District, Local and National in excess of \$50,000 annually. Applications are received on the local level with winners advancing to the District, State, and National completion. Scholarships are awarded on the basis of academic achievement, initiative, and financial need. An alternate recipient shall be selected.

The Union County Association of Educational Office Professionals will award three (3) scholarships with the following guidelines. The Union County EOP Scholarship (\$1,000) for seniors whose parent is a member of UCAEOP, the Ann H. Williams Memorial Scholarship (\$800) for seniors who are children of UCPS employees, and the Billy Stegall Memorial Scholarship (\$500) for all UCPS seniors.

To qualify, the scholarship applicant must:

- A. Be a citizen of the United States.
- B. Be a graduating high school senior living in Union County who has applied for admission in a post-high school program.
- C. Submit a completed application with the following attachments:
  1. Photograph (see cover sheet for directions).
  2. One-page biographical sketch on "Why I Am choosing to Further My Education."
  3. Most current official high school transcript which he/she is currently enrolled, to include grade-point average, standing in class, scholastic aptitude test scores, and other pertinent information.
  4. Three (3) letters of recommendations as outlined below:
    - a. One (1) from a principal, counselor, or other school administrator which should describe that student's activities and leadership record in school, personal traits, character, initiative, home background, and student's financial need.
    - b. One (1) from a teacher.
    - c. One (1) from someone other than a member of the sponsoring association or the applicant's family.
    - d. **No other information on the nominee will be accepted.**

## **Union County Educational Office Professional Scholarships**

*(Complete this page and attach to the scholarship form)*

Name \_\_\_\_\_

School \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

### **SCHOLARSHIP APPLICATION DEADLINE: MARCH 21, 2014**

The UCAEOP Scholarship is broken into three (3) separate scholarships. You can receive only one, but you may apply for all that you qualify for. Please check all that apply.

\_\_\_\_\_ I am applying for the ***\$1,000 Union County EOP Scholarship*** that is for seniors whose parent is a member of UCAEOP.

\_\_\_\_\_ I am applying for the ***\$800 Ann H. Williams Scholarship*** that is for seniors who are children of UCSP employees.

My parent's name is \_\_\_\_\_

My parent's position and place of employment with UCPS is: \_\_\_\_\_

Position \_\_\_\_\_ Site \_\_\_\_\_

\_\_\_\_\_ I am applying for the ***\$500 Billy Stegall Memorial Scholarship*** that is for any UCPS senior.

**NOTE: Effective January 1, 2011, scholarship winners have one (1) calendar year from the date the award is presented to claim their scholarship money; otherwise, the award is forfeited.**

Attached is a copy of the scholarship application. You may also go online to [www.ncaeop.org](http://www.ncaeop.org) and fill out the scholarship form, print it, and send it to Candace Williams at UCPS Central Services, 400 North Church Street, Monroe, NC 28112. You only need to complete pages 3, 5, and 6. Page 4 (guidelines) of the scholarship should be replaced with the guidelines page attached. If you have any questions, please call 704-296-5489 or email [candace.williams@ucps.k12.nc.us](mailto:candace.williams@ucps.k12.nc.us).

**North Carolina Association of Educational Office Professionals, Inc.  
2014-2015**

**STUDENT SCHOLARSHIP APPLICATION FORM**

The candidate is to complete the application, attach a small photograph, secure the required attachments as listed in the guidelines and return all materials to the sponsoring association by the due date listed on the Routing Form. **Must Be Typed.**

**EDUCATIONAL AND PERSONAL DATA**

**Date of Application** \_\_\_\_\_

**Full Name** \_\_\_\_\_

(Last)

(First)

(Middle)

**Permanent Address** \_\_\_\_\_

**Birthday** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Phone # (\_\_\_\_)** \_\_\_\_\_ **U.S. Citizen YES** \_\_\_\_ **NO** \_\_\_\_

**Email address:** \_\_\_\_\_

**Name and Address of School You Now Attend** \_\_\_\_\_

**School You Plan to Attend** \_\_\_\_\_ **Date of Semester You Enrolled/Plan to Enroll** \_\_\_\_\_

**Career Objective** \_\_\_\_\_

*If more room is required, you may attach one additional sheet to answer all of the questions below. If you use an additional sheet, please type "See Attached" on this application form under the appropriate question.*

**What Honors, Achievements or Recognition Have You Received During Your High School/College Years?**

**Extracurricular Activities In School (Include year you participated)**

**Community, Church, or Civic Activities**

**Name Two or Three Hobbies or Special Interests**

**Have You Been Employed Part-Time After School or in the summer?** \_\_\_\_ **If so, list your jobs:**

**FINANCIAL ANALYSIS**

**Applicant's Gross Annual Income** \$ \_\_\_\_\_

**Father/Guardian Gross Annual Income** \$ \_\_\_\_\_

**Mother/Guardian Gross Annual Income** \$ \_\_\_\_\_

**Other Expected Income (Ex: Social Security, other scholarships, grants, etc.)\*** \$ \_\_\_\_\_

**\*List, if applicable** \_\_\_\_\_ **Total Income \$** \_\_\_\_\_

**Number Of Dependent Brothers and Sisters** \_\_\_\_ **Are Any Of These Attending College?** \_\_\_\_ **If Yes, Where?** \_\_\_\_\_

**Other Dependents (Explain Relationships)** \_\_\_\_\_

**Anticipated Annual Expenses For tuition, Books, & Supplies \$** \_\_\_\_\_

I certify the above information to be true and correct.

\_\_\_\_\_  
**Signature of Applicant**

**Revised June 2011**

**North Carolina Association of Educational Office Professionals, Inc.**  
**NCAEOP STUDENT SCHOLARSHIP APPLICATION FORM** (Continued)  
*This Form Must Be Typed*

**“Why I Am Choosing To Further My Education”**  
**(Include Statement of Financial Need)**

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**Signature of Applicant**

## Student Scholarship Application

### Cover Sheet

Use this as your cover sheet. Picture *must* fit one of these boxes. Please glue to the page. Do not use tape.

Picture must be no smaller than 2 1/2' x 3 1/2" and no larger than 3 1/2 x 5".

Applicant: \_\_\_\_\_

District: \_\_\_\_\_