To be completed by District President *BEFORE* submitting to State Scholarship Chairman

Student Application Checklist

 _ 1.	Completed Application
 _ 2.	Photograph
 _ 3.	One-page biographical sketch
 _ 4.	Transcript
 _ 5.	Graduating Senior - a letter or email from post high school stating application for
	admission has been received and course of study student is pursuing; or if freshman in
	post-high school program - a letter or statement from the school stating the applicant is
	currently enrolled as a full-time student and the course-of-study student is pursuing.
 _ 6.	Letter of reference from Administrator/Counselor
 _ 7.	Letter of reference from teacher
 _ 8.	Letter of reference other source
 _ 9.	US Citizen and attending a high school in North Carolina
 _ 10.	Graduate or Senior
_ 11.	Submit six (6) copies (1 original and 5 copies)

North Carolina Association of Educational Office Professionals, Inc.

SCHOLARSHIP ROUTING FORM

Student Application
Must Be Typed and Must Be Complete

	High School/College Counselors	
	Deadline to return to Local chairman	→.
		Ţ
		<u>,</u>
Before	Local Association Responsibilities (Name and Address Section)	Local
mailing student	I. Applications with Section I completed should be sent to high school	chairman
applications to	counselors and college Financial Aid offices.	Deadline
high school or	Deadline to be sent back to Local Association:	date to be
college	Send to:, Local Scholarship Chairman	returned to
counselors,	Address:Name of local scholarship (if applicable):	District chairman
Local	Name of local scholarship (if applicable):	Chaninan
Scholarship	Amount: \$	
chairmen should	One nominee will be selected by an impartial committee and submitted to the	1
complete this	District Association for competition.	
section.	May/June - Awards for local student winners should be recognized during	
Section.	graduation or special awards day with pictures in local newspapers.	
Ť		
1	District Association Responsibilities (Name and Address Section)	Ţ
D 6 111	II. Applications with Section II completed should be mailed to local presidents.	V
Before mailing	Deadline to be sent back to District Association:	Deadline date
forms to the	Send to:, District Scholarship Chairman	to be returned
local	A 11	to State
association,	Name of district scholarship (if applicable):	chairman
District	Amount: \$	November
Scholarship	One nominee will be selected by an impartial panel of judges and submitted to the	Board
chairmen	State Association for competition by November Board Meeting .	Meeting
should complete name and	The District Scholarship recipients shall be recognized during fall District meeting.	
address section.	The District Scholarship recipions shan be recognized during han District meeting.	
address section.		
<u> </u>	State Association Responsibilities (Name and Address Section)	\downarrow
Before mailing	III. By July 15 applications with Section III completed should be mailed to	****
forms to the	district presidents or given to them at the June Board Meeting.	Winners sent
district	Deadline to be sent back to State Association: November Board Meeting	to the
association,		National
State	Send to:, State Student Scholarship Chairman	chairman
Scholarship	Address:	should meet the
chairmen	The nominee with the highest points submitted by impartial judges will be	deadline of
should complete	Submitted for the National scholarship competition. The State Scholarship	
name and	recipients will be recognized at the annual conference in March.	March 15
address section.		
<u> </u>		
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Stont		
Start		
Here		

North Carolina Association of Educational Office Professionals, Inc. NCAEOP STUDENT APPLICATION FORM (Continued)

RECOMMENDATION OF SPONSORING LOCAL ASSOCIATION

Do you personally know the applicant?applicant should be considered for the North Inc. scholarship award?	If so, how long? Carolina Association of Educ	Why do you think the rational Office Professionals,
Signature of Local Association President		Date
RECOMMENDATION OF St. Do you personally know the applicant? applicant should be considered for the North of Inc. scholarship award?	If so, how long?	Why do you think the
Signature of District Association President		Date

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:	

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 forms must be typed. Scholarships may be used for tuition, books and fees. Scholarship funds will be available after May 1 of the year the scholarship is awarded. Expenses incurred prior to the award date will not be reimbursed.

The North Carolina Association of Educational Office Professionals, Inc. awards 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 District, State and National competition. Scholarships are awarded on the basis of academic achievement, initiative and financial need. An alternate recipient shall be selected.

To qualify, the scholarship applicant must:

- A. Be a citizen of the United States and attending or graduated from a high school in North Carolina.
- B. Be a graduating high school senior who has applied for admission in a post-high school program or a freshman 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 as required by the application for the educational institution.
 - 4. Graduating senior in high school, in addition to the high school transcript, must attach a letter or email from post high school stating application for admission has been received and course of study student is pursuing; or if freshman in post-high school program, in addition to the high school transcript, must attach a letter or statement from the school which states that the applicant is currently enrolled as a full-time student and the course of study the applicant is pursuing.
 - 5. Three (3) letters of recommendation 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.
 - 6. NO other information on the nominee will be accepted.
 - 7. Acceptance letter from post-high school must be submitted prior to payment of scholarship awards.

Name of state scholarships & amounts:

Judges will select student winners and award scholarships as follows:

- 1. Barbara A. Peeler Scholarship \$1,000.00
- 5. Lula M. Burrell Scholarship \$500.00
- 2. Pauline T. Helms Scholarship \$800.00
- 6. Lena Belle Parsons (Retirees' Club) \$500.00
- 3. Wanza Y. Davis Scholarship \$600.00
- 7. Guy B. Teachey Scholarship (alternate) \$300.00
- 4. Charlie Mae Holland Scholarship \$600.00

The progression of scholarship awards should be ranked first place to last place with first place winner receiving the most in monetary value and the last place receiving the least in monetary value.

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

Full Nama				
Full Name	(Last)	(First)	(N	/Iiddle)
Permanent Address				
Birthday//			U.S. Citizen YES	
Email address:				
Name and Address of School Yo				
School, You Plan to Attend			Enrolled/Plan to Enroll	
Career Objective				
If more room is required, you	may attach one addition	onal sheet to answer all of	the questions below. I	f you use an
additional sheet, please type	"See Attached" on this	application form under th	e appropriate question	ı.
What Honors, Achievements or	Recognition Have You Re	eceived During Your High So	chool/College Years?	
Extracurricular Activities In Sch	ool (Include year you part	ticipated)		
Community, Church, or Civic A	ctivities			
N TO TO III.				
Name Two or Three Hobbies or	Special Interests			
Have You Been Employed Part-	Time After School or in the	he summer? If so list:	vour jobe	
Trave Tou Been Employed Tart-	Time Titter School of in th	ne summer: ir so, nst	your jobs.	
FINANCIAL ANALYSIS				
Applicants' Gross Annual Incom		\$		
Father/Guardian Gross Annual I				
Mother/Guardian Gross Annual				
Other Expected Income (Ex: Soc	-			
*List, if applicable			Total Income \$	
Number Of Dependent Brothers	-			
Other Dependents (Explain Rela				
Anticipated Annual Expenses Fo	or tuition, Books, & Suppl	lies \$		
T (C) 1 1 1 C (C)				
I certify the above information to	be true and correct.			
		Signature of An	nlicant	-

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)			
	Signature of Applicant		
	orginature or Applicant		

North Carolina Association of Educational Office Professionals, Inc. **JUDGES' SCORE SHEET** STUDENT SCHOLARSHIP APPLICATION FOR _ DISTRICT All Requirements Met High School Senior or College Freshman Career Objectives Choice of School Transcripts (Attached to Application) I. Academic Achievement (Transcripts) - Up to 35 Points **Points Awarded** 1. GPA (Weighted Scale) Total Possible 3.6 - 4.0 = 20 points 20 points 3.1 - 3.5 = 15 points 2.6 - 3.0 = 10 points 2.0 - 2.5 = 5 points 2. Class Rank **Total Possible** Upper 10% = 15 points 15 points Upper 15% = 13 points Upper 20% = 11 points Upper 25% = 9 points Upper 30% = 7 points Upper 35% = 5 points Below 35% = 2 points **Total** II. Character/Activities/Employment (Application Questions) - Up to 35 Points Points Awarded 0 - 10 points School Extracurricular Activities (to include clubs, offices held, honors, awards, hobbies, etc.) • Civic, Community, and Church Activities 0 - 10 points • Character (based on letters of recommendation and narrative) 0 - 10 points • Employment Initiative (summer and/or after school) 0 - 5 points

III. F	inancial Need - Up to 30 Points		Points Awarded
•	Combined Family Annual Income	0 - 10 points	
•	Expected Annual Educational Expenses	0 - 10 points	- <u></u> -
•	Number of Dependents/Number in College	0 - 5 points	
•	Other Factors (See financial data, narrative, letters of recommendation)	0 - 5 points	
		Total	
	Tot	al Points Awarded	

Total

Signature of Judge