

**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.

## Student Scholarship Application

### Cover Sheet

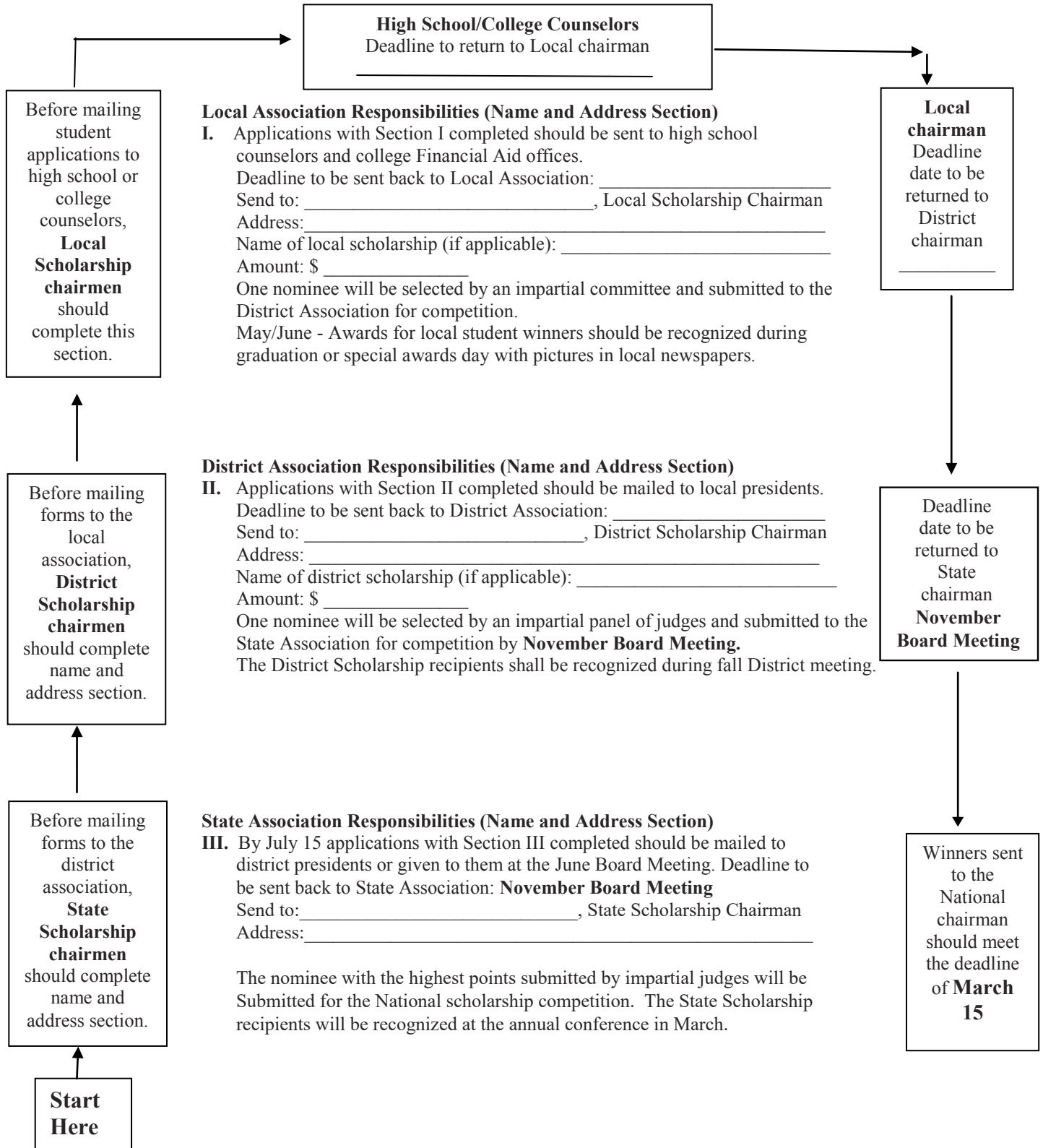
Use this as your cover sheet. Picture *must* fit one of these boxes. Please glue to the page. Do not use tape.

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.**  
**SCHOLARSHIP ROUTING FORM**  
**Student Application**  
*Must Be Typed and Must Be Complete*



**High School/College Counselors**  
 Deadline to return to Local chairman  
 \_\_\_\_\_

**Local Association Responsibilities (Name and Address Section)**

**I.** Applications with Section I completed should be sent to high school counselors and college Financial Aid offices.  
 Deadline to be sent back to Local Association: \_\_\_\_\_  
 Send to: \_\_\_\_\_, Local Scholarship Chairman  
 Address: \_\_\_\_\_  
 Name of local scholarship (if applicable): \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_  
 One nominee will be selected by an impartial committee and submitted to the District Association for competition.  
 May/June - Awards for local student winners should be recognized during graduation or special awards day with pictures in local newspapers.

**Local chairman**  
 Deadline date to be returned to District chairman  
 \_\_\_\_\_

**District Association Responsibilities (Name and Address Section)**

**II.** Applications with Section II completed should be mailed to local presidents.  
 Deadline to be sent back to District Association: \_\_\_\_\_  
 Send to: \_\_\_\_\_, District Scholarship Chairman  
 Address: \_\_\_\_\_  
 Name of district scholarship (if applicable): \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_  
 One nominee will be selected by an impartial panel of judges and submitted to the State Association for competition by **November Board Meeting**.  
 The District Scholarship recipients shall be recognized during fall District meeting.

Deadline date to be returned to State chairman  
**November Board Meeting**

**State Association Responsibilities (Name and Address Section)**

**III.** By July 15 applications with Section III completed should be mailed to district presidents or given to them at the June Board Meeting. Deadline to be sent back to State Association: **November Board Meeting**  
 Send to: \_\_\_\_\_, State Scholarship Chairman  
 Address: \_\_\_\_\_  
  
 The nominee with the highest points submitted by impartial judges will be Submitted for the National scholarship competition. The State Scholarship recipients will be recognized at the annual conference in March.

Winners sent to the National chairman should meet the deadline of **March 15**

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

**RECOMMENDATION OF SPONSORING LOCAL ASSOCIATION**

Do you personally know the applicant? \_\_\_\_\_ If so, how long? \_\_\_\_\_ Why do you think the applicant should be considered for the North Carolina Association of Educational Office Professionals, Inc. scholarship award?

\_\_\_\_\_  
Signature of Local Association President

\_\_\_\_\_  
Date



**RECOMMENDATION OF SPONSORING DISTRICT ASSOCIATION**

Do you personally know the applicant? \_\_\_\_\_ If so, how long? \_\_\_\_\_ Why do you think the applicant should be considered for the North Carolina Association of Educational Office Professionals, Inc. scholarship award?

\_\_\_\_\_  
Signature of District Association President

\_\_\_\_\_  
Date

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.

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

**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**

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

## Student Application Checklist

### Have you included:

- \_\_\_\_\_ 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)

\_\_\_\_\_  
Signature of District President

**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)	<u>Total Possible</u>	
	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	<u>Total Possible</u>	
	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		
		<b>Total</b>	_____

**II. Character/Activities/Employment (Application Questions) - Up to 35 Points Points Awarded**

	• School Extracurricular Activities	0 - 10 points	
	(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	_____
		<b>Total</b>	_____

**III. Financial Need - Up to 30 Points Points Awarded**

	• Combined Family Annual Income	0 - 10 points	
	• Expected Annual Educational Expenses	0 - 10 points	_____
	• Number of Dependents/Number in College	0 - 5 points	_____
	• Other Factors (See financial data, narrative, letters of recommendation)	0 - 5 points	_____
		<b>Total</b>	_____

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**Total Points Awarded** \_\_\_\_\_

\_\_\_\_\_  
*Signature of Judge*