

Idaho Association of Educational Office Professionals

STUDENT SCHOLARSHIP APPLICATION PROCESS

The Idaho Association of Educational Office Professionals Student Scholarship is to assist students who are continuing their education, preferably in an office-related, business program. This is a one-year, \$1,000 scholarship with payments of \$500 made each semester upon verification of attendance and continued enrollment in an institution of higher education.

Affiliated Association Requirements/Information:

1. Nominees must be sponsored by an affiliated association of IAEOP.
2. An affiliated association may sponsor only one candidate.
3. An affiliated association must submit the completed application packet by **January 10**.
4. Nominee and affiliated association shall understand the IAEOP scholarship candidate chosen will then be submitted as the IAEOP candidate for the National Association of Educational Office Professionals (NAEOP) Marion T. Wood Student Scholarship. (Being the recipient of the IAEOP Student Scholarship does not automatically make the recipient the winner at the national level.)

Candidate Eligibility Criteria:

1. Must intend to continue her/his education in an office-related, business program.
2. May be a graduating high school student who has made application to continue her/his education, OR may be currently pursuing such a course of study.
3. Must have completed two (2) or more business education courses (4 semesters) from among the following: computer classes, keyboarding, accounting, office practices, and/or bookkeeping courses. Courses may have been taken in high school or college.
4. Shall be enrolled/expect to be enrolled in a post-secondary institution of high education (two or four year college, university business college, or vo-technical school).
5. Shall be responsible for the completion and return of the completed scholarship forms and all required support materials for the NAEOP Marion T. Wood Student Scholarship.

Application (must include all components):

1. **Student Scholarship Application**
2. **Recommendation of Sponsored Affiliated Association** - including statement of why the candidate should be chosen to receive the IAEOP Student Scholarship and how the candidate will be able to represent IAEOP at the national level
3. **Autobiographical Essay** - educational goals, chosen career, plan for accomplishment, and specific reasons as to why financial aid for college is needed
4. **Character References** - minimum of two (2) with a maximum of three (3) letters of recommendation (must be from non-relatives)
5. **Transcripts** - high school transcript and/or post-secondary transcript

Selection Criteria/Procedure:

1. Award is based on the following criteria for selection:
Recommendation.....10%
Activities/Extracurricular10%
Essay.....40%
Scholastic Record (transcript).....40%
2. Award will be determined by a panel of independent judges.
3. The judges' decision will be submitted for approval at the IAEOP Board Meeting in January.

Award Notification/Disbursement:

1. Sponsoring affiliated associations will receive notification of scholarship winner.
2. Student candidates will receive a letter from the Scholarship Committee Chair. The scholarship recipient will be invited to attend the Awards Banquet to be held at the IAEOP Annual Meeting/Spring Conference.
3. The recipient may bring a guest to the banquet. The cost of the banquet for the recipient and one (1) guest will be paid by IAEOP.
4. Upon notice that the recipient is attending the specific educational institution, the IAEOP treasurer will forward a check in the amount of \$500.00 to the appropriate office of said educational institution no later than September 15.
5. The recipient must complete the first semester of the IAEOP scholarship year with at least a 2.8 GPA. An official transcript from the educational institution is to be forwarded to the IAEOP treasurer.
6. Upon receipt of transcript and verification of continued enrollment, the IAEOP treasurer will forward a second check in the amount of \$500.00 to the appropriate office of said educational institution no later than January 15.

Idaho Association of Educational Office Professionals

STUDENT SCHOLARSHIP APPLICATION

Recommendation of Sponsoring Affiliated Association

Applicant's Name _____
First Middle Last

Applicant's Address _____
Street/PO Box

City State Zip Code

Name of Sponsoring Affiliated Association _____

Name of Sponsoring Association President _____

Address of Association President _____
Street/PO Box

City State Zip Code

Statement of why nominee should be chosen to receive the IAEOP Student Scholarship and why the nominee will be able to represent IAEOP at the national level:

MAIL ORIGINAL & THREE (3) COPIES OF COMPLETED APPLICATION PACKET TO:
Kelley Davis
Boise State University
IAEOP Scholarship Committee
1910 University Drive
Boise, ID 83725-1840

APPLICATION PACKET MUST BE POSTMARKED NO LATER THAN JANUARY 10.

