

*Maine Association of
Educational Office Professionals*

STUDENT SCHOLARSHIP OPPORTUNITY



MAEOP

Established 1938

Provided to assist students in high school and adult education who wish to continue with higher education on the road to being life-long learners.

The MAEOP scholarship is valued at \$500.

Please read carefully and follow the accompanying GUIDELINES

**Application and accompanying materials MUST be postmarked by April 1 and
be mailed to:**

**Linda Skiff
MAEOP President
638 N Newcastle Rd
Newcastle, ME 04553**

**Or completed package can be emailed by the deadline to:
maeopofficers@gmail.com**



Maine Association of Educational Office Professionals

STUDENT SCHOLARSHIP

Application & Guidelines

The MAEOP scholarship is valued at \$500. More than one scholarship may be awarded and scholarship will be payable following satisfactory completion of one semester at the recipient's institution of higher education.

CRITERIA

- Need for financial assistance,
- Scholastic achievement,
- Initiative,
- Extra- and Co-Curricular Activities, and
- Quality and completeness of application materials

TO QUALIFY

- Applicant must be a graduating high school or adult education student who has made application to continue his/her education OR the applicant may be currently pursuing such a course of study in an institution of higher education.
- Applicant must have maintained a grade point average of 2.0 or better in high school.
- Applicant must have applied for admission to a post-high school accredited institution and plan to enter following the granting of the scholarship, or already be enrolled in an accredited college or university.
- Applicant must be a resident of the State of Maine.
- Applicant shall be responsible for the completion and return of all required support materials to the MAEOP President before the deadline date.

APPLICATION

An application package will be considered complete when the following items have been received by the MAEOP President:

- ★ Completed application and biographical information forms included on pages 4 and 5. (Page 4 may be replaced by a comprehensive resume so long as all required information is included.)
- ★ Official copy of high school transcript (or university/college transcript for higher education applicants). High school transcript must indicate class rank. College transcript must show cumulative GPA.
- ★ Completed one-page essay on "Why I am choosing a Career in _____." (Double spaced, 250 word minimum)
- ★ Submit TWO letters of recommendation:
 - One must be from the nominating MAEOP member.
 - Second letter may be from a principal, counselor, teacher or other faculty member describing the candidate's activities, leadership record, character, personality, initiative, and home background.

SELECTION CRITERIA/PROCEDURE

Recommendations 10%
Activities/Extracurricular 10%
Financial Need 30%
One-Page Essay 20%
Scholastic Record (official transcript 30%)

The MAEOP Officer team will review all completed applications and select the winning application(s).

All applicants will be notified of the status of their application by email, no later than April 30.

Any questions relative to the scholarship application or information required should be directed to the MAEOP President.

AWARD DISBURSEMENT

To receive the scholarship funds, the scholarship recipient should send a copy of their completed first semester transcript. Upon review and verification that the recipient did maintain a GPA of no less than 2.0 in the first semester, a check made payable to the student will be mailed directly to the student at the address shown on the college/university transcript within 30 days. If the check should be mailed to an alternate location, that request should be included with the copy of the transcript.

DELAY OF SCHOLARSHIP PAYMENT

If a scholarship recipient is unable to attend a post-high school institution during the term following the granting of the scholarship, and so notifies in writing the MAEOP President, the award may be held over for one school year. This request letter must be received by the MAEOP President no later than September 1st. Following receipt of the written request, the MAEOP Officers will confirm postponement of the scholarship award until the following year. Prior to August 1st of the following year, the scholarship recipient must request activation of their prior year scholarship by sending a letter to the MAEOP President along with proof of enrollment at a post-high school accredited institution.

CONTACT PERSON: Linda Skiff, MAEOP President

638 N Newcastle Rd.
Newcastle, ME 04553
maeopofficers@gmail.com



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STUDENT SCHOLARSHIP APPLICATION

Please read the application guidelines prior to completing the application information requested below. For additional space, use an 8 1/2 x 11 sheet of paper and attach. Type or print clearly.

Name of applicant _____

Home Address _____

Home Town, ST ZIP _____

Telephone (____) _____ Other Phone (Cell): _____ Email _____

Name and address of high school: _____

Date of graduation: _____

Are you currently enrolled in college? [] Yes [] No If yes, name and address of college:

Are you a high school senior or GED student [] Yes [] No

If yes, list in order of preference three colleges, universities, or business schools to which you have formally applied: Name of Educational Institution Address Accepted? _____

If more space is needed, attach another sheet(s).

List school extracurricular activities, including athletics, music, etc., and offices held:

_____ Academic awards or honors: _____

List your community (non-school) activities, including all offices held:

_____ Have you worked part-time (or full time) during your school career? If so, list: Where Employed, Primary Responsibility, and Dates _____

Please use this space to record additional information you feel would be of interest to the scholarship committee.

I certify the above is true and correct. I will use any funds received from MAEOP for the purpose of paying expenses for my higher education and I will notify MAEOP immediately if there should be any interruption in my plans for continuing my education this coming year.

_____ Date: _____
Signature of Applicant

(Don't forget to complete the Biographical Information Sheet)



Maine Association of Educational Office Professionals

**STUDENT SCHOLARSHIP APPLICATION
BIOGRAPHICAL INFORMATION SHEET**

Name of Applicant _____

Father's Name _____

Mother's Name _____

Father's Address _____

Mother's Address _____

Father's Occupation _____

Mother's Occupation _____

Number of parents' dependents (not including you) and their ages:

What is your chosen major? _____

What is your career objective? _____

Will your parents assist you financially in continuing your education? Yes No

Will you have any other assistance (social security benefits, etc.)? Yes No

Have you received any other scholarships? Yes No

If yes, list name and amount: _____

How much anticipated annual assistance do you feel you will need to continue your education after graduating from high school? _____

Please check below the range of your family's annual income:

____ Below \$25,000 ____ \$25,000-\$39,999 ____ \$40,000-\$69,999 ____ \$70,000 or more 13.

List any other family income: _____

List any other family/financial/personal adversity circumstances which should be considered: _____

I certify the above is true and correct.

_____ Date: _____

Signature of Applicant

Postmark by April 1