ANNOUNCING

**Richland County Association of Educational Office Professionals**



STUDENT SCHOLARSHIP OPPORTUNITIES

# Provided to assist students who wish to pursue higher education.

The 2020 scholarships are valued at $500.

**Please read carefully and follow the accompanying GUIDELINES.**

**Application and accompanying materials must be postmarked by March 16, 2020 and mailed to:**

**Rachel C. Phelps, CEOE**

**RCAEOP Scholarship Chairperson**

Waverley Admin. Center 1225 Oak Street

Columbia, SC 29204

**If you have any questions, please call or email:**

**Mrs. Phelps**

(803) 231-7459

Rachel.Phelps@richlandone.org

***Richland County Association of Educational Office Professionals***

### STUDENT SCHOLARSHIP 2020 GUIDELINES

The RCAEOP Student Scholarships were established to assist students who wish to pursue higher education. All 2020 scholarships are valued at $500.

#### CRITERIA

* Need for financial assistance
* Scholastic achievement
* Written Essay
* Extracurricular Activities/Community Service Activities

#### ELIGIBILITY

* Applicant must be a graduating high school senior in Richland School District One or Richland School District Two or currently pursuing a 2 or 4-year degree at an accredited institution of higher learning in the State of South Carolina.
* Applicant must have maintained a grade point average of 2.0 or better.
* Applicant must either currently be enrolled in or plan to enter a post-high school accredited institution in the fall term following the granting of the scholarship.
* Applicant must intend to continue his/her education at an accredited college, university, vocational or technical institution.
* Applicant must be a United States citizen and a resident of South Carolina.

#### APPLICATION PROCESS

Applicant must complete a RCAEOP Scholarship Application and Biographical Information Form. The following items must accompany your application/biographical information form:

* Official copy of high school/college transcript. High school transcript must indicate class rank.
* Completed one-page essay on “Why I think higher education is important to me.”
* Three letters of recommendation –
	+ From a principal, counselor, advisor, or other school administrator;
	+ From a teacher or professor;
	+ From another adult (RCAEOP and family members are exempt).

Submit these items to the RCAEOP scholarship committee at the address listed below. Application materials must be **POSTMARKED BY March 16, 2020**.

#### SELECTION CRITERIA/PROCEDURE

* The RCAEOP Scholarship Committee will select a panel of judges to review the applications.
* All applicants will be notified immediately after the decision is made (judges’ decision is final).
* A certificate of scholarship will be presented to the recipient at the RCAEOP Gala scheduled for May 7, 2020.
* A check will be issued to the recipient upon receipt of notification from an accredited school certifying that the recipient is registered for the fall term.

**JUDGING CRITERIA**

Need for Financial Assistance Scholastic Achievement Written Essay

Extracurricular/Community Service Activities

25 %

25 %

25 %

25 %

**Application and accompanying materials must be postmarked by March 16, 2020 and mailed to:**

**Rachel C. Phelps, CEOE**

**RCAEOP Scholarship Chairperson Waverley Administration Center**

**1225 Oak Street - Columbia, SC 29204**

*Richland County Association of Educational Office Professionals*

### 2020 STUDENT SCHOLARSHIP APPLICATION

Name of Applicant First Middle Last

Home Address Telephone Street City Zip

Email Address Date of Birth Female Male

High School/College Presently Attending:

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

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

List in order of preference three colleges, universities, vocational or technical schools where you have formally applied or plan to apply for admission or continue attendance:

Accepted

Name of Educational Institution Address Yes No

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 RCAEOP only for the purpose of paying expenses for my college education and I will notify RCAEOP immediately if there should be any change in my plans for continuing my education this coming year.

Signature of Applicant Date

#### (Don’t forget to complete the Biographical Information Sheet on Next Page)

*Richland County Association of Educational Office Professionals*

2020 STUDENT SCHOLARSHIP APPLICATION

**BIOGRAPHICAL INFORMATION SHEET**

Name of Applicant First Middle Last

Father’s Name Mother’s Name

Father’s Address Street City Zip

Mother’s Address Street City Zip

Father’s Occupation Mother’s Occupation

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

Number of dependent siblings/parents also attending college:

What is your chosen major?

What are your career plans?

Please check the range of your family’s income:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ | ] Below $25,000 [ | ] $45,000 - $54,999 | [ | ] $75,000 - $84,999 |
| [ | ] $25,000 - $34,999 [ | ] $55,000 - $64,999 | [ | ] $85,000 - $94,999 |
| [ | ] $35,000 - $44,999 [ | ] $65,000 - $74,999 | [ | ] $95,000 and Above |

List any other family/financial circumstances that should be considered.

I, the applicant, certify that the above information is true and correct.

Signature of Applicant Date

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**Rachel C. Phelps, CEOE**

**RCAEOP Scholarship Chairperson**

**Waverley Administration Center**

**1225 Oak Street - Columbia, SC 29204**

##  Richland County Association of Educational Office Professionals

2020 STUDENT SCHOLARSHIP APPLICATION

**ESSAY**

(Please type. Essay should be 500 words or less.)

**“WHY HIGHER EDUCATION IS IMPORTANT TO ME”**

Signature of Applicant Date