

Utah Association of Educational Office Professionals

Member Scholarship

GUIDELINES

The UAEOP Member Scholarship is designed to assist members who are pursuing a Professional Standards Program (PSP) Certificate through continuing education.

GENERAL INFORMATION

- ◆ Applicant must submit the original completed application and three copies to the UAEOP Scholarship Chair, Paula Bosgieter, Ogden School District, 1950 Monroe Blvd, Ogden, UT 84401.
- ◆ Applications must be postmarked on or before January 31.
- ◆ The scholarship is a tuition only scholarship and is tied to the tuition paid by the recipient.
- ◆ The maximum value of the scholarship is \$100.
- ◆ The award will be determined by a panel of judges. No scholarship will be awarded if the scholarship committee concludes that there are no applicants who meet the specified qualifications.

APPLICANT ELIGIBILITY CRITERIA

1. The applicant must be a current member of UAEOP and must have been a member for three years immediately preceding the date of the scholarship application deadline.
2. The applicant must be working on an application for a PSP certificate or working on recertification.
3. The course(s) must be sponsored by an institution of higher education (two or four-year college, university, business college/school or vocational/technical education), a community education program or inservice training.

APPLICATION

An application will be considered complete when the following items have been received by UAEOP:

1. Completed application for scholarship on the appropriate form provided by UAEOP and marked UAEOP Member Scholarship. (Failure to use correct form or failure to complete the form in its entirety will result in disqualification.)
2. A transcript(s) of previous academic performance. (NOTE: if not available, a high school diploma, a GED certificate, or a notarized statement of completion of high school requirements from an appropriate official of the institution may be used.)
3. A description of the course(s).
4. A statement about career goals and financial need.
5. Three (3) copies of all information in addition to the original application and support materials.

NOTE: Application forms and support materials become the property of UAEOP and will not be returned to the applicant. Neatness and accuracy will be considered. Failure to submit all required information and/or failure to follow all guidelines will result in disqualification. No exceptions will be made.

SELECTION CRITERIA

Criteria for selection:

| | |
|--|-----|
| Participation in UAEOP..... | 30% |
| Statement of need..... | 30% |
| Academic performance (attach transcript)..... | 15% |
| Nearness to completion of degree or work toward PSP certificate/recertification | 10% |
| Participation in other professional job-related associations..... | 10% |
| Neatness and professionalism of application..... | 5% |

AWARD DISBURSEMENT

1. Upon receiving a copy of payment receipt from an institution of higher learning, community education program, or inservice training, UAEOP will reimburse the recipient for that amount, up to \$100.
2. UAEOP members may apply for a scholarship as many times as they desire. In order to be eligible for a second or subsequent scholarship award, an applicant must have maintained at least a 2.8 (of a possible 4.0) GPA, or show satisfactory completion of course(s) during the term for which the previous scholarship award was made.
3. The application of the recipient will be forwarded to the National Association of Education Office Professionals for eligibility in the Marion T. Wood Member Scholarship, valued at \$1,000.

**UAEOP MEMBER SCHOLARSHIP
APPLICATION**

Name of Applicant: _____

Home Address: _____

_____ Telephone: _____

Educational institution attending or planning to attend: _____

Degree pursuing (if applicable): _____

Projected date of completion: _____

Date of quarter/semester applicant is enrolled/plans to enroll: _____

Title(s) of course(s) for which scholarship is requested: _____

Please attach a transcript of academic performance (may be a student copy) and a copy of tuition/fees and page describing course(s) from the school catalog. If pursuing a degree, include a copy of the course requirement or degree plan.

UAEOP member from _____ (date) to present.

PSP certificate currently held: _____

PSP certificate currently working toward: _____

Projected date to receive certificate: _____

Association Participation (elected office, committee chair, committees served):

Attach additional sheet if necessary

_____ Year _____

_____ Year _____

_____ Year _____

_____ Year _____

_____ Year _____

Other Professional Job-Related Association Participation:

Attach additional sheet if necessary

_____ Year _____

_____ Year _____

_____ Year _____

_____ Year _____

**UAEOP MEMBER SCHOLARSHIP
APPLICATION**

STATEMENT

Write a brief statement about your career goals and financial need.

Signature of Applicant _____ Date _____

Return completed application to:
UAEOP Scholarship Chair, Paula Bosgieter
Ogden School District
1950 Monroe Blvd
Ogden UT 84401

Must be postmarked no later than January 31