

Utah Association of Educational Office Professionals
Judy Anderson Student Scholarship
RECOMMENDATION OF ACCREDITED HIGH SCHOOL

Applicant's Name: _____

Applicant's Address: _____
Street or PO Box

City

State

Zip

Attached is the completed application including all required forms and attachments. I have confirmed there are one (1) signed original and three (3) copies each with a seven (7) semester official transcript, or equivalent.

Attested to by: _____
Signature of Scholarship Counselor or Business Department Chair Date

Position held at High School: _____

Name of Sponsoring High School: _____

Address of High School: _____

School Scholarship Counselor or Business Department Chair:

Name

Position

Phone

Signature of Scholarship Counselor or Business Department Chair

Submit completed original application and three (3) copies of all application forms and attachments to:

Paula Bosgieter, Student Scholarship Chair
Utah Association of Educational Office Professionals
1950 Monroe Blvd
Ogden, UT 84401

APPLICATION MUST BE POSTMARKED NO LATER THAN
JANUARY 31, 2010

Utah Association of Educational Office Professionals
Judy Anderson Student Scholarship
APPLICATION

Name of Applicant: _____
First Middle Last

Home Address: _____
Street or PO Box

City State Zip

(_____) _____
Telephone number Social Security #

_____ Please Circle: Female Male
Date of Birth: Birthplace:

Name and address of school now attending: _____
Attach an official seven semester or trimester equivalent high school transcript and class ranking.

Graduation date from high school: _____

List in order of preference, three colleges, universities or business schools to which you have formally applied for admission:

Name of Educational Institution	Address	Accepted Y/N
_____	_____	_____
_____	_____	_____
_____	_____	_____

List extracurricular school activities including athletics, music, art, etc., and offices held. (If more space is needed, please attach additional sheet.)

List academic awards or honors you have received.

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

Have you worked part time during your school career? If so, please list:

Where employed	Primary responsibility	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Utah Association of Educational Office Professionals
Judy Anderson Student Scholarship
BIOGRAPHICAL INFORMATION

Applicant's Name: _____

Father's Name: _____ Occupation: _____

Address: _____

Mother's Name: _____ Occupation: _____

Address: _____

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

Are any dependents attending college? _____ If so, how many? _____

What is your chosen major? _____

What is your career objective? _____

Will your parents assist you financially in continuing your education? _____

Will you have any other assistance (social security benefits, etc.)? _____

Have you received any other scholarships? _____ If so, list below:

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

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

_____ Below \$15,000	_____ \$25,000 - \$29,999	_____ \$40,000 - \$44,999
_____ \$15,000 - \$19,999	_____ \$30,000 - \$34,999	_____ \$45,000 - \$49,999
_____ \$20,000 - \$24,999	_____ \$35,000 - \$39,999	_____ \$50,000 and above

List any other family income: _____

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

I certify the above is true and correct.

Signature of Applicant

Form must be typed

Utah Association of Educational Office Professionals
Judy Anderson Student Scholarship
ESSAY
“Why I am Choosing an Office-Related Career or Vocation”

Signature

Date

Utah Association of Educational Office Professionals
Judy Anderson Student Scholarship

Guidelines for Affiliates and High Schools

This scholarship is designed to assist **business education students** who wish to continue their education and pursue office related careers, preferably in the educational field. The scholarship is valued at \$500.

APPLICANT ELIGIBILITY CRITERIA

1. Applicant must intend to continue his/her education in an office-related business program and be a graduating high school student who has made application to continue his/her education, OR the applicant may currently be pursuing such a course of study in an institution of higher education.
2. Applicant must have completed two (2) or more year-long business education courses (four [4] semesters or six [6] trimesters) from among the following: computer classes, keyboarding/typing, marketing, business communication, accounting, office practices and procedures, bookkeeping, desktop publishing, and/or business law. (Courses may have been taken in high school, college, or a combination.)
3. Applicant shall be responsible for the completion and return of all required support materials to the sponsoring affiliate association or UAEOP Scholarship Chair.

Note: Applicant must maintain 2.9 (of possible 4.0) GPA for the one-year period of the scholarship.

APPLICATION

An application will be considered complete when the following items have been received by UAEOP: **Forms I, II, III, IV; all information must be typed.**

1. Application for scholarship on the appropriate Form II provided by UAEOP and marked UAEOP Student Scholarship. Regular 8 ½ x 11 paper is required for all additional attachments. (*Failure to complete the form in its entirety will result in disqualification.*)
2. Biographical Information Form III. (*All items must be completed. Failure to complete the form in its entirety will result in disqualification.*)
3. Transcript with GPA shall be an **official seven (7) semester or equivalent trimester** document and marked as such.
4. One-page essay on “Why I am Choosing an Office-Related Career or Vocation” on Form IV.
5. Three (3) letters of recommendation from non-family or non-UAEOP members. Letters may be from school officials, teachers, former or present employers, or others who could describe the student’s activities and leadership record, character, personality, initiative, home background, and/or other factors supporting his/her candidacy. Letterhead stationery is appropriate and all material should be typed.
6. Failure to submit all requested information, to follow all guidelines, and to send requested copies of application and support materials will result in disqualification. *No exceptions will be made.*

SELECTION CRITERIA/PROCEDURE

Award is based on the following criteria for selection:

Recommendations (Form I and attached letters)	10%
Activities/School/Extracurricular (Form II)	10%
Financial Need (Form III).....	30%
One-Page Essay (Form IV).....	10%
Scholastic Record (official transcript)	40%

Award will be determined by a panel of judges from various areas of the state.

Sponsoring affiliate associations or the applicant’s school will receive notification of the winner and will be responsible for notifying their applicant.

AWARD DISBURSEMENT

1. It is the responsibility of the recipient to submit to the UAEOP Scholarship Chair the information required for reimbursement. The recipient will mail a copy of his/her registration from a specific educational institution. UAEOP will make a check to the recipient and the institution jointly by September 15.
2. The approved money will be valid only for the academic year following the awarding of the scholarship (fall, winter, spring, summer, and quarter/semester).

If conditions of the UAEOP Student Scholarship are not met, it is understood that UAEOP reserves the right to withdraw the scholarship award.

Submit completed original application and three (3) copies of all application forms and attachments to:

Paula Bosgieter, Student Scholarship Chair
 Utah Association of Educational Office Professionals
 1950 Monroe Blvd
 Ogden, UT 84401

**APPLICATION MUST BE POSTMARKED NO LATER THAN
 JANUARY 31, 2010**

THIS CHECKLIST IS TO BE GIVEN TO EACH APPLICANT

Utah Association of Educational Office Professionals
JUDY ANDERSON STUDENT SCHOLARSHIP CHECKLIST

This scholarship is designed to assist business education students who wish to continue their education and pursue office related careers. This scholarship is valued at \$500.

- _____ Applicant must intend to continue his/her education in an office-related business program and be a graduating high school student who has made application to continue his/her education, OR the applicant may currently be pursuing such a course of study in an institution of higher education.
- _____ Applicant must have completed two (2) or more year-long business education courses (four [4] semesters or six [6] trimesters) from the following: computer classes, keyboarding/typing, marketing, business communication, accounting, office practices and procedures, bookkeeping, desktop publishing, and/or business law. (Courses may have been taken in high school, college, or a combination.)
- _____ Applicant shall be enrolled/expect to enroll as a full-time student in an institution of higher education (two or four year college, university, business college/school or vocational/technical school.)
- _____ An application will be considered complete when the following items have been received by UAEOP: **Forms I, II, III, IV; all information must be typed.**
- _____ Recommendation from accredited high school, Form I, completed with the appropriate signatures.
- _____ Application for scholarship on the appropriate Form II provided by UAEOP and marked UAEOP Student Scholarship. Regular 8 ½ x 11 paper is required for all additional attachments. (*Failure to use correct form will result in disqualification.*)
- _____ Biographical Information, Form III, completed. (*All items must be completed. Failure to complete the form in its entirety will result in disqualification.*)
- _____ Transcript with GPA shall be an ***official seven (7) semester or equal trimester document*** and marked as such.
- _____ One-page essay on “Why I am Choosing an Office-Related Career or Vocation” on Form IV.
- _____ Three (3) letters of recommendation from non-family or non-UAEOP members. Letters may be from school officials, teachers, former or present employers, or others who could describe the student’s activities and leadership record, character, personality, initiative, drive, home background, and/or other factors supporting his/her candidacy. Letterhead stationery is appropriate and all materials should be typed.
- _____ **Three (3) copies and the original copy** should be sent to UAEOP Scholarship Chair by requested date.

Failure to submit all requested information, or follow all guidelines, and to send requested copies of application and support materials will result in disqualification. **No exceptions will be made.**