

**SOUTH CAROLINA ASSOCIATION  
OF  
EDUCATIONAL OFFICE PROFESSIONALS-RETIRED  
(SCAEOP-R)**



***DOT AIKEN  
SCHOLARSHIP***

**FOR  
SCAEOP-RETIRED MEMBERS'  
GRANDCHILDREN AND GREAT GRANDCHILDREN**

**Please read carefully as  
GUIDELINES must be followed**

**APPLICATION FOR 2022 SCHOLARSHIP  
MUST BE POSTMARKED BY December 15, 2021**

**Submit completed packet to:**

**Pauline A. Alford, CEOE, Chairman  
212 SW Fieldsedge Drive  
Moore, SC 29369  
Home: 864-595-0640 - Cell: 864-316-4841**

**SOUTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS-RETIRED  
(SCAEOP-R)**

***Dot Aiken Scholarship for SCAEOP-Retired Grandchildren/Great Grandchildren  
GUIDELINES***

Please read the Guidelines carefully and adhere to the instructions. It is recommended that the applicant make and keep a copy of all documents submitted as the application packet in its entirety will be retained by SCAEOP-R and not returned to the applicant. The strictest confidence will be maintained during the application process.

TO QUALIFY FOR THE **\$1,000.00** SCHOLARSHIP, THE APPLICANT MUST:

- Be a grandchild or great grandchild of a SCAEOP-RETIRED member. The grandparent/great grandparent must have been a South Carolina Association of Educational Office Professionals (SCAEOP) member for five (5) years or a current SCAEOP-RETIRED member in good standing.
- Be a graduating high school student who has made application to an accredited institution of higher learning OR may be currently enrolled in an accredited institution of higher learning.
- Maintain a **2.5 GPA** (grade point average) **OR 'C' letter grade**, dependent upon the institute's academic grading system.

THE CANDIDATE MUST SUBMIT THE FOLLOWING:

- The SCAEOP-RETIRED Dot Aiken Scholarship Application.
- A **transcript (1)** that is an **official document** provided by the graduating student's high school, submitted in a sealed envelope marked "**Official**"; **OR**
- A **transcript (1)** that is an **official document** provided by the accredited institution of higher learning. The post-secondary transcript should include all course work completed as of the last grading period and must be submitted in a sealed envelope marked "**Official**".
- **No Family financial data is required.**
- A one-page essay on "Why I Am Choosing to Further My Education."
- Three (3) **current** letters of recommendation as outlined below:
  - Two (2) from a principal, counselor, administrator, teacher/professor or coach that describes the student's activities and leadership record in high school/college/university, personal traits, character, initiative, home background, etc. The two letters must not be submitted from the same source, i.e., if a letter is submitted from a teacher/professor, the second letter must be from a principal, counselor, administrator or coach.
  - One (1) from an employer or member of the community and **not** a member of the family or a member of SCAEOP or SCAEOP-RETIRED. (No other information about the applicant will be accepted.)
- A one-page statement by a grandparent or great grandparent as to why the application is being submitted along with verification of SCAEOP and SCAEOP-R memberships.
- This scholarship is a one-time only award. Previous winners may not apply.

Should you be selected as the scholarship recipient, one (1) photograph that is no smaller than 2½" x 3" and no larger than 3½" x 5" will be required for inclusion in SCAEOP and SCAEOP-RETIRED publications.

**See the Scholarship Checklist form to ensure the required materials are sent with your application packet.**

*No scholarship will be awarded if the Scholarship Committee concludes that no applicant met the specific qualifications.*



**SCAEP-RETIRED DOT AIKEN SCHOLARSHIP APPLICATION (Continued)**

Name of Applicant: \_\_\_\_\_

**STUDENT ESSAY**

**“Why I Am Choosing to Further My Education”**

---

*(Signature of Applicant)*

---

*(Date)*

**SCAEOP-RETIRED DOT AIKEN SCHOLARSHIP APPLICATION (Continued)**

Name of Applicant: \_\_\_\_\_

**STATEMENT BY GRANDPARENT/GREAT GRANDPARENT**

**“Why I Am Nominating My Grandchild/Great Grandchild for This Scholarship”**

Name of Grandparent/Great Grandparent: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

City

State

Zip Code

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I have been a member of SCAEOP for \_\_\_\_\_ years.

I have been a member of SCAEOP-R for \_\_\_\_\_ years.

The nominee is a child of my \_\_\_\_\_ or \_\_\_\_\_.

Son

Daughter

The nominee is a child of my \_\_\_\_\_ or \_\_\_\_\_

Grandson

Granddaughter

**SOUTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS-RETIRED  
(SCAEOP-R)**

***Dot Aiken Scholarship  
For SCAEOP-Retired Grandchildren/Great Grandchildren***

**PACKET CHECKLIST**

This sheet should serve as the cover to your entire application packet. Please make certain that all materials are included and in the order found on this sheet. The original **AND** ONE (1) COPY of **ALL** materials must be sent to the Scholarship Committee Chairman, postmarked by **December 15, 2021**. Finally, initial that each item is present. Incomplete applications will not be considered. **Only ONE transcript is needed.**

- |   | Applicant initials |
|---|--------------------|
| 1. SCAEOP-RETIRED DOT AIKEN Scholarship Application form (2)  | _____              |
| 2. <b><i>Official</i></b> high school or college transcript (1)   | _____              |
| 3. One-page essay, "Why I Am Choosing to Further My Education" (2)  | _____              |
| 4. Two letters from a principal, counselor, administrator, teacher/professor, or coach (2 copies of each letter)                      | _____              |
| 5. One letter from an employer or member of the community and not a member of the family or a member of SCAEOP or SCAEOP-RETIRED. (2) | _____              |
| 6. One-page statement from grandparent or great-grandparent (2)   | _____              |

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)