

SOUTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS, INC.

MEMBER SCHOLARSHIP GUIDELINES

The South Carolina Association of Educational Office Professionals (SCAEOP) Member Scholarship exists to assist SCAEOP members who are pursuing education for one or more of the following areas:

- Professional Standards Program (PSP) Certificate
- Certified Educational Office Employee (CEOE) distinction
- Professional Standards Program (PSP) Recertification
- College degree

A. SCHOLARSHIP INFORMATION

1. Applicant must be a current member of SCAEOP.
2. Applicant must either hold or planning to apply for a PSP Certificate.
 1. Maximum scholarship award is \$500.
 2. Funds are for educational expenses (Colleges and Universities, Adult Education, Continuing Education Units, In-service Courses, Institutes, and Online Courses).
 3. Funds are distributed after proof of enrollment.
 4. One scholarship is awarded per SCAEOP fiscal year.
 5. Members are not eligible to apply for the scholarship in consecutive years.

B. APPLICATION PACKET

Application is considered complete when all of the following items are received:

1. Completed appropriate SCAEOP Member Scholarship Form (Failure to use correct form or submitting incomplete form will result in disqualification).
2. Letter of recommendation from your immediate supervisor or a senior contact in your HR department.
3. Copy of enrollment form showing: applicant's full name, amount of tuition/fee, and description of course/membership.
4. Submit certification for completed course, if applicable.
5. Submit copy of NAEOP Professional Standards Program certificate, if applicable.
6. Application must be received no later than midnight **November 1**.

C. SELECTION CRITERIA

Award recipient is determined by SCAEOP Scholarship Committee. The committee consists of the SCAEOP PSP Committee Chairman and two SCAEOP members appointed by the PSP Chairman.

RATING SYSTEM (Based on 100 points)

1. Maximum 30 points awarded for active participation and leadership positions in local educational office professionals association, SCAEOP and NAEOP.
2. Maximum 30 points awarded for statement of financial need.
3. Maximum 30 points awarded for statement of professional growth.
4. Maximum 10 points awarded for letter of recommendation.

COMPLETE APPLICATION PACKET MUST BE RECEIVED NO LATER THAN MIDNIGHT November 1

EMAIL TO: Jennie Goff

jenniegoff@pickens.k12.sc.us