DELILAH WILLIAMS FIRST-YEAR SCHOLARSHIP FORMS

CHAPTER INSTRUCTIONS
APPLICANT INSTRUCTIONS
APPLICATION FORM
DELILAH WILLIAMS SCHOLARSHIP
New Mexico State Chapter
FOR FIRST-YEAR STUDENTS ADMITTED TO
COTTEY COLLEGE or a NM Institution of Higher Learning
This is a merit based scholarship

DIRECTIONS TO SPONSORING CHAPTER (Check each box when complete)

□ 1. Have an interview with the candidate. It should include 2 or more chapter members.

□ 2. Vote to sponsor the candidate at a chapter meeting.

□ 3. Download the application form from the State website and complete the Chapter information section. Only then should you give the form to the candidate along with the applicant’s instruction sheet.

□ 4. When the candidate returns the application packet to you, ensure that it is completely and correctly completed. The packet must include:
   □ Official transcript including the most recently completed term course work and grades
   □ Sealed and signed letter of recommendation
   □ Signed and dated personal letter (2-page limit)

□ 5. Ensure the transcript is official by opening the envelope. An official transcript is one that has not been copied, has an official seal, and is signed by a school administrator.

□ 6. Open the recommendation letter envelope and ensure the applicant’s letter for recommendation follows the instructions on the Applicant’s Sheet.

□ 7. Write a one-page letter of recommendation, prepared by any chapter member excluding a relative of the candidate, computer-generated, signed and dated, to include the following:
   □ applicant’s name
   □ date of interview
   □ date of chapter approval and if a special meeting was held for the vote
   □ how the chapter knows the applicant, including any P.E.O. relationship
   □ specific situations from the nominee’s academic history
   □ specific accomplishments or activities that highlight her qualifications
   □ candidate’s academic and career goals and her potential to achieve them
   □ name, complete address, phone, and E-mail of the chapter’s scholarship representative

□ 8. Make 4 copies of all material in the packet, including the chapter letter.

□ 9. Send the original and 4 collated copies (5 in all) to the NM Scholarship Chair, postmarked no later than March 1. Do not fold or use staples. Retain one copy for your records. DEADLINE IS MARCH 1

INCOMPLETE OR LATE APPLICATIONS CANNOT BE CONSIDERED
DELILAH WILLIAMS SCHOLARSHIP
New Mexico State Chapter
FOR FIRST-YEAR STUDENTS ADMITTED TO
COTTEY COLLEGE or a NM Institution of Higher Learning
This is a merit based scholarship

DIRECTIONS FOR APPLICANT (Check each box when complete. Retain for your records).

☐ 1. Complete the Delilah Williams Scholarship Application from the State website.

☐ 2. No later than February 1, have your school secretary/registrar prepare for you an official transcript, including your most recently completed term course work, and place it in a sealed envelope. An official transcript is one that has not been copied, has an official seal, and is signed by a school administrator.

☐ 3. Obtain one letter of recommendation that introduces you as a worthy candidate for the Delilah Williams Scholarship. The letter must be from a teacher or guidance counselor who knows you well and who is not a family member. The letter must be original (no photocopies will be accepted), dated no earlier than the previous August 1, and signed by the person writing the letter. It must be in a sealed envelope, with the writer’s name signed across the flap.

☐ 4. Write a personal statement to include the following information. It must be computer generated and no more than 1 page single-spaced or 2 pages double-spaced. Sign and date the statement.
   ☐ School and community activities
   ☐ Hobbies and interests
   ☐ Volunteer or paid work
   ☐ Future goals and career plans
   ☐ Additional information or extenuating circumstances that might help the committee

☐ 5. Send the following items to your sponsoring chapter representative by February 15
   ☐ Completed application
   ☐ Letter of recommendation in signed envelope
   ☐ Personal letter, signed and dated
   ☐ School transcript in envelope

*Requirement modifications for home-schooled student:
In lieu of an official transcript, submit a copy of the following forms required by Cottey:
1. Cottey College Home-Schooled Student Form
2. Official Home School Credit Evaluation
3. APA 3.0/90 and ACT 23 or SAT 1070 (reading and math)
DELILAH WILLIAMS SCHOLARSHIP
New Mexico State Chapter

FIRST YEAR APPLICATION FORM
FOR STUDENTS ADMITTED TO
COTTEY COLLEGE or a New Mexico Institution of Higher Learning
This is a merit based scholarship

Instructions
• You must be accepted for admission to be eligible for this scholarship.
• This form must be typed or computer generated

Personal Information
Name
Last          First          Middle          Preferred Name
Address
City                      State                      Zip
E-mail                      Telephone
Date of Birth                    Date of Acceptance

Family Information
Mother’s Name          Telephone
Address (if different from yours)
City/State/Zip          E-Mail
Father’s Name         Telephone
Address (if different from yours)
City/State/Zip          E-Mail

Educational Information
High School       Date of Graduation
Cumulative GPA       ACT Composite or SAT (combined math/verbal scores)
Class Rank            Number of Students in your graduating class

Recommendating Chapter Information
Name of P.E.O. Chapter Representative
Address
City/State/Zip          E-Mail
Chapter Letters
Telephone

NMSB  January 2017
DELILAH WILLIAMS SECOND-YEAR SCHOLARSHIP FORMS

CHAPTER INSTRUCTIONS
APPLICANT INSTRUCTIONS
APPLICATION FORM
DELILAH WILLIAMS SCHOLARSHIP
New Mexico State Chapter
FOR SECOND-YEAR STUDENTS ADMITTED TO
COTTEY COLLEGE or a NM Institution of Higher Learning

This is a merit based scholarship

DIRECTIONS TO SPONSORING CHAPTER (Check each box when complete)

☐ 1. Have an interview with the candidate. It should include 2 or more chapter members.
☐ 2. Vote to sponsor the candidate at a chapter meeting.
☐ 3. Download the application form from the State website and complete the Chapter information section. Only then should you give the form to the candidate along with the applicant’s instruction sheet.
☐ 4. When the candidate returns the application packet to you, ensure that it is completely and correctly completed. The packet must include:
  ☐ Official transcript including the most recently completed term course work and grades. An official transcript is one that has not been copied, has an official seal, and is signed by a school administrator.
  ☐ Sealed and signed letter of recommendation
  ☐ Signed and dated statement of purpose (2-page limit)
  ☐ Cottey Recommendation Form (Cottey applicants only)
☐ 5. Ensure the transcript is official by opening the envelope. An official transcript is one that has not been copied, has an official seal, and is signed by a school administrator.
☐ 6. Open the recommendation letter envelope and ensure the applicant’s letter for recommendation follows the instructions on the Applicant’s Sheet.
☐ 7. Write a one-page letter of recommendation, prepared by any chapter member excluding a relative of the candidate, computer-generated, signed and dated, to include the following:
  ☐ applicant’s name
  ☐ date of chapter approval and if a special meeting was held for the vote
  ☐ how the chapter knows the applicant, including any P.E.O. relationship
  ☐ specific situations from the nominee’s academic history
  ☐ specific accomplishments or activities that highlight her qualifications
  ☐ candidate’s academic and career goals and her potential to achieve them
  ☐ name, complete address, phone, and E-mail of the chapter’s scholarship representative
☐ 8. Make 4 copies of all material in the packet.
  ☐ Completed application
  ☐ Letter of recommendation in signed envelope
  ☐ Statement of purpose
  ☐ School transcript in envelope
☐ 9. Send the original and 4 collated copies (5 in all) to the NM Scholarship Chair, postmarked no later than March 1. Do not fold or use staples. Retain one copy for your records. DEADLINE IS MARCH 1
INCOMPLETE OR LATE APPLICATIONS CANNOT BE CONSIDERED
DEILAH WILLIAMS SCHOLARSHIP
New Mexico State Chapter

FOR SECOND-YEAR STUDENTS ADMITTED TO
COTTEY COLLEGE or a NM Institution of Higher Learning

This is a merit based scholarship

DIRECTIONS FOR APPLICANT (Check each box when complete. Retain for your records).

□ 1. Complete the Delilah Williams Scholarship Application from the State website.

□ 2. No later than February 1, have your college/university registrar prepare for you an official transcript, including your most recently completed term course work, and place it in a sealed envelope. An official transcript is one that has not been copied, has an official seal, and is signed by a school administrator.

□ 3. Obtain one letter of recommendation that introduces you as a worthy candidate for the Delilah Williams Scholarship. The letter must be from a faculty member who knows you well and who is not a family member. The letter must be original (no photocopies will be accepted), dated no earlier than the previous August 1, and signed by the person writing the letter. It must be in a sealed envelope, with the writer’s name signed across the flap.

□ 4. Write a statement of purpose that outlines your goals and how you plan to use your education. The committee expects to see information that will indicate your ability to succeed in achieving your goals. The statement must be computer generated and no more than 1 page single-spaced or 2 pages double-spaced. Sign and date the statement.

□ 5. Cottey applicants only must have the Registrar’s Office at Cottey College fill out the form, included in this packet, that recommends you to become a scholarship recipient for the second year.

□ 6. Send the following items to your sponsoring chapter representative by February 15
   □ Completed application
   □ Letter of recommendation in signed envelope
   □ Statement of purpose
   □ School transcript in envelope
   □ Recommendation form from Cottey College (Cottey applicants only)
DELILAH WILLIAMS SCHOLARSHIP
New Mexico State Chapter

SECOND YEAR APPLICATION FORM
FOR STUDENTS ADMITTED TO
COTTEY COLLEGE or a NM Institution of Higher Learning

This is a merit based scholarship

Instructions
- Cottey College must recommend its applicants for this scholarship
- A local P.E.O. Chapter must sponsor you
- This form must be typed or computer generated

Personal Information
Name________________________________________________________
Last   First   Middle   Preferred Name
Address____________________________________________________________________
City_________________________________State_____________________Zip___________
E-mail_______________________________________ Cell Phone _____________________
Date of Birth__________________________

Family Information
Mother’s Name__________________________ Telephone __________________________
Address (if different from yours)______________________________________________
City/State/Zip_______________________________E-Mail___________________________
Father’s Name___________________________Telephone____________________________
Address (if different from yours)______________________________________________
City/State/Zip_______________________________E-Mail___________________________

Educational Information
Cumulative GPA __________________________ Projected Graduation Date ____________

Recommending Chapter Information
Name of P.E.O. Chapter Representative___________________________________________
Address_____________________________________________________________________
City/State/Zip ______________________________________Chapter Letters_____________
E-mail____________________________________Telephone_________________________
New Mexico State Chapter P.E.O. Sisterhood
College Scholarships Committee

OFFICIAL COTTEY COLLEGE USE
FOR THE RENEWAL OF THE DELILAH WILLIAMS AND FRANCINE NEFF
SCHOLARSHIPS FOR RETURNING STUDENTS

Report from the Registrar

Number of credits _________________________________________

Anticipated number of credits to have completed second semester
________________________________________

Grade point average at the end of the past year
________________________________________

Dean’s list:  Yes _________________________ No _________________________

President’s List:  Yes________________________ No ____________________

Do you recommend this student for a scholarship for her second/third year at Cottey
College?
Yes ______________________ No _________________________

Signature ________________________________________ Date ________________
Registrar

Report from the Dean of Student Life

Has this student been subject to any disciplinary sanctions by the College during the
past year? Yes _________________ No ________________   If yes, explain.

Has this student been selected for any special responsibilities, elected to any offices, or
received any honors? Yes _____________ No ________________   If yes, please specify.

Do you recommend this student for a scholarship to Cottey College for her third/fourth
year?
Yes ______________________ No _________________________

Signature ___________________________________________ Date _____________
Dean of Student Life