JEAN BOSWELL FOUNDATION SCHOLARSHIP FORMS

CHAPTER INSTRUCTIONS
APPLICANT INSTRUCTIONS
APPLICATION FORM
JEAN BOSWELL FOUNDATION
SCHOLARSHIP
New Mexico State Chapter

FOR JUNIOR OR SENIOR WOMEN ENROLLED AS FULL-TIME STUDENTS AT AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY

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 recent term course work and grades
   ☐ Sealed and signed letter of recommendation
   ☐ Signed and dated personal resume (2-page limit)
   ☐ Signed and dated statement of purpose (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. Be sure the resume and statement of purpose follow the instructions on the Applicant’s Sheet.

☐ 8. 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

   This letter must be included in the applicant’s packet

☐ 9. Make 4 copies of all material in the packet, including the chapter letter.

☐ 10. Send the original and 4 collated copies (5 in all) to the NM Scholarship Chair, postmarked no later than January 15. Do not fold or use staples. Retain one copy for your records.

DEADLINE IS JANUARY 15
INCOMPLETE OR LATE APPLICATIONS CANNOT BE CONSIDERED
JEAN BOSWELL FOUNDATION
SCHOLARSHIP
New Mexico State Chapter

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

□ 1. Complete the Jean Boswell Scholarship Foundation Application from the State website. Incomplete or outdated forms will not be processed.

□ 2. No later than November 15, have your college/university registrar prepare for you an official transcript, including most recent semester 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 college/university administrator.

□ 3. Obtain one letter of recommendation that introduces you as a worthy candidate for the Jean Boswell Foundation Scholarship. The letter must be from a faculty member at the college/university you most recently have attended who is knowledgeable about your academic abilities and initiative. 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 resume to include the following information. It must be computer generated and no more than 1 page single-spaced or 2 pages double-spaced.
   □ Academic or Special Honors you have received and the dates you received them
   □ Student organizations while Attending College
      ○ On and off campus
      ○ Dates of participation
      ○ Offices held and the dates
   □ Volunteer or community service
      ○ On and off campus
      ○ Dates of participation
   □ Athletics/hobbies
   □ Employment history

□ 5. 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

□ 6. Send the following items to your sponsoring chapter representative by December 15.
   □ Completed application
   □ Letter of recommendation in signed envelope
   □ Resume
   □ Statement of purpose, signed and dated
   □ School transcript in envelope
JEAN BOSWELL FOUNDATION SCHOLARSHIP
New Mexico State Chapter

FOR JUNIOR OR SENIOR WOMEN ENROLLED AS FULL-TIME STUDENTS AT AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY
This is a merit based scholarship

Instructions
• You must be sponsored by a local P.E.O. chapter
• You must have completed two undergraduate years by the end of the present academic year.
• This form must be typed or computer generated

Personal Information
Name________________________________________________________
Last   First   Middle          Preferred Name
Address_____________________________________________________________________
City_________________________________State_____________________Zip___________
E-mail______________________________________ Cell Phone______________________
Permanent Address:  __________________________________________________________
Date of Birth___________________ Place of Employment ___________________________
Name of Parent, Guardian, or Spouse: ___________________________________________
Address: _____________________________________________________________
E-Mail ____________________________ Telephone _________________________

Educational Information
Name of School You Will Attend: _______________________________________________
Address ____________________________________________________________________
Check one:  I will be an undergraduate:   Junior ______ (60 hours or more) Senior _________
Declared Major___________________________________ Minor______________________
Cumulative GPA___   Cumulative Number of Hours ____ Projected Graduation Date ______

Recommending Chapter Information
Name of P.E.O. Chapter Representative__________________________________________
Address_____________________________________________________________________
City/State/Zip _____________________________________ Chapter Letters_____________
E-Mail____________________________________Telephone_________________________

I certify that the above information is correct and complete.  I understand that I am a female resident of the state of New Mexico and that I will be enrolled as a full-time student (12 hours or more) the semesters for which I have applied for this scholarship.

_______________________________________          _____________________
Applicant’s Signature                Date

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