New Mexico State Chapter

DIRECTIONS FOR SPONSORING CHAPTERS SCHOLARSHIP COMMITTEES

1. Have an interview with the candidate. It should include two or more chapter members.
2. Vote to sponsor the candidate at a chapter meeting.
3. Download the application form from the State website http://www.nmpeo.org/nmpeo/. Click on "Projects" and then "State "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.
5. Write a one-page Chapter Letter of Recommendation, prepared by any chapter member (not a relative of the candidate), computer generated, signed and dated, including:
    a. Applicant's name
    b. Date of interview
    c. Date of Chapter approval and if a special meeting was held for the vote
    d. How the chapter knows the applicant, including any P.E.O. relationship
    e. Specific situations from the nominee's academic history
    f. Specific accomplishments or activities that highlight her qualifications
    g. Candidate's academic and career goals and her potential to achieve them
    h. Name, complete address, telephone, and email of the chapter's scholarship representative

6. The final submission packet must include the **original plus four (4) copies**, in this order:
    a. The completed student application (for the correct scholarship)
    b. The Chapter Letter of Recommendation, signed and dated
    c. Student personal resume, signed and dated (May not apply to graduating high school students)
    d. Student statement of purpose, signed and dated
    e. Signed, and dated Faculty Letter of Recommendation (with original sealed envelope)
    f. Official transcript including the most recent term course work and grades (with original sealed envelope). Chapter should open the transcript to ensure it is official. Please note that once copied for submission, the official transcript watermark may change to unofficial.

    Please note that some schools are not mailing Letters of Recommendations or transcripts. Instead they are sending them electronically to the applicant or your committee. If they are in PDF format, they are acceptable.

7. Send the **original** and **4 collated** copies (5 total) of all forms in order to the NM Scholarship Chair, postmarked no later than January 22. Packets must be received no later than January 26. Incomplete, incorrectly filled out, or late applications will not be considered. Copies may be paper clipped, but not folded or stapled.

8. Please send completed packet to NM State Scholarship Chair (Carol Bree, AG, P. O. Box 444, Silver City, NM 88062) using USPS Priority Mail (automatically tracked and same postage, no matter the mailing address). Send email to NM State Scholarship Chair (cbrees16@yahoo.com) indicating your name and telephone number, the date the packet was mailed, the applicant name, and the scholarship being applied for.