JEAN BOSWELL FOUNDATION SCHOLARSHIP FORMS

CHAPTER INSTRUCTIONS
APPLICANT INSTRUCTIONS
APPLICATION FORM

NMSC 9/2021

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

In the case of a student who has attended a College High School program, verify that the student has been accepted to the college she wishes to attend. Verify that the student has enough credits (60 hours) to be classified, at a minimum, as a junior and that these credit hours will transfer to the college she will be attending.

A student may take online classes and still be eligible for the Jean Boswell Scholarship as long as classes are taken through an accredited college or university in the United States or Canada.

DIRECTIONS for SCHOLARSHIP COMMITTEES of SPONSORING CHAPTERS

1. Have an interview with the candidate. It should include at least two members of the chapter.
2. Vote to sponsor the candidate at a chapter meeting.
3. Download the application form from the State website http://www.nmpeo.org. Click on "Projects" and then "State "and complete the Chapter information section. Send the candidate her part of the application form to complete (either on paper or electronically).
4. When the candidate returns the application packet to you, ensure that it is complete and correct.
5. Write a one-page Chapter Letter of Recommendation that includes information gained from the interview that will expand on the candidate's written materials. The letter should be prepared by any chapter member (not a relative of the candidate), computer generated, signed and dated, including:
    - 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, telephone, and email of the chapter's scholarship representative
6. The final submission packet must include the **originals in this order**. Any documents, including transcripts and letters of recommendation sent to the chapter via email must be printed and added to the application packet in the order below:
    - The completed student application (for the correct scholarship)
    - The Chapter Letter of Recommendation, signed and dated
    - Student personal resume, signed and dated
    - Student statement of purpose, signed and dated
    - Signed, and dated Faculty Letter of Recommendation (from the candidate's major field of study, if possible). *If sent electronically, it must be sent in pdf format.*
    - Official transcript including the most recent term course work and grades. *Most schools are now sending Official Transcripts electronically. If your student's school submits them this way, they must be in pdf format. No other formats are acceptable.*
7. Ask your Technical Chair to **scan** the final submission packet and make an electronic file in **pdf format**.

The file **should be saved** in the following manner 1) Initials of the scholarship 2) Candidate's last name 3) Chapter letter(s). For example: JB_Bird_BB or FN_Stewart_AM or DW1_Roads_Q or DW2_Allen_AS or NM_Coffin_AG. These file names will allow us to identify the candidate on the website and place that candidate in the right group for the right scholarship.

8. **Upload** the file onto the State website http://www.nmpeo.org in the dropdown menu "Resources" "Scholarship Upload." Complete the form with the name of the sister submitting the application and her contact information and the name of the candidate and her email address. At the bottom of the form click on "Submit" the file.
9. The deadline for submitting the files to the website is January 22.
10. This is a new procedure so if there are any questions or help needed, please contact the NM Scholarship Chair, Margo Milleret, milleret@unm.edu or (505) 856-6251.

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DIRECTIONS FOR APPLICANT

1. Complete the Jean Boswell Scholarship Foundation Application from the State website (obtain from P.E.O. sponsoring chapter). Incomplete or outdated forms will not be processed.

2. Contact the registrar of your educational institution to order a copy of your most recent official transcript to be electronically sent to the P.E.O. sponsor's email address. If your institution does not provide pdf copies of your transcript, then order one that will be sealed in an envelope and with an official seal and is signed by your educational institution administrator. 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 Faculty 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 have most recently attended who is knowledgeable about your academic abilities and initiative. The letter must be **original** (no photocopies will be accepted), **dated** no earlier than **December 1,** and **signed** by the person writing the letter. **The letter should be in a sealed envelope, with the writer's name signed across the flap or if sent electronically, it must be sent in pdf format.**

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. **This resume must be signed and dated.**

   a. Academic or Special Honors you have received and the dates you received them

   b. Student organizations while attending college
      i. On and off campus
      ii. Dates of participation
      iii. Offices held and the dates

   c. Volunteer or community service
      i. On and off campus
      ii. Dates of participation

   d. Athletics/hobbies

   e. 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. **This statement of purpose must be signed and dated.**

6. If attending a college high school program, submit a letter from the college high school stating that you will enter college with enough credit hours (60) to be classified as a junior.

7. Send the items listed above to your sponsoring chapter representative **by January 5.**

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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.
- Applicant must be enrolled for the entire academic year, Fall and Spring.
- This form must be typed or computer generated

Personal Information

Name_____
Last First Middle Preferred Name
Address_____
City_____State_____Zip_____
E-mail_____ Telephone_____
Permanent Address: _____
Date of Birth_____ Place of Employment _____
Name of Parent, Guardian, or Spouse:_____
Address: _____
E-Mail _____ Telephone _____
Are you related to a Scholarship Committee Member? Y___ N___ If yes, not eligible for this scholarship.
Are you related to a P.E.O. Chapter member? Y☐N☐ Relationship_____ Chapter:_____

Educational Information

Cumulative GPA___ Cumulative Number of Hours ____ Projected Graduation Date _____
Name of UniversityYou Will Attend: _____
Address _____
Check one: I will be an undergraduate: Junior _____ (60 hours or more) Senior _____
Declared Major_____ Minor_____

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) **during** the semesters for which I have applied for this scholarship.

_____ _____
Applicant's Signature Date

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