

STUDENT APPLICATION HANDBOOK
State of New Mexico
P.E.O.

New Mexico State Scholarship Committee
2022

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APPLICANTS

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NOTES to APPLICANTS

Calendar for Scholarship Applications: Applications are submitted each January, selection is made in February, and candidates and chapters are notified in March or April. They are awarded in two payments, half the first semester and half the second semester of the year following acceptance.

Applicant requirements: Must be US Citizen, must not be related to a member of scholarship committee, may be related to a P.E.O. member, must meet requirements of specific scholarship. Although a student may apply for more than one scholarship, no student may receive more than one scholarship.

NM State Scholarships:

The NM State Scholarships are funded and awarded by the NM State Board and the NM Scholarship Committee. These awards are the Delilah Williams I, Delilah Williams II, and New Mexico State Scholarship. The payments are made once a Confirmation of Enrollment (COE) email is received from the student for each semester. Payments are made by the New Mexico State Treasurer directly to the University that the student is attending, not to the student.

Acceptance or rejection letters are sent both to the student and to chapters that submitted applications. Letters should be expected six weeks following the deadline, approximately the first week of March of each year. The accepted students will receive an Acceptance Form that outlines the conditions of the scholarship to complete and return, and a Notice About Tax Information. Examples of these two forms are included in this Handbook.

Francine Neff and Jean Boswell Scholarships:

The Francine Neff and Jean Boswell are also New Mexico scholarships but are approved and awarded through the P.E.O. International Foundation in Des Moines, Iowa. Once a student is voted upon favorably by the State Scholarship Committee, the Chair of the State Scholarship Committee submits the name to the Foundation. The student's application is voted upon by the Foundation's Board of Trustees. This may take up to four weeks, once the student's information is submitted. The Chair of the State Scholarship Committee is then notified of the student's acceptance. The acceptance letter to the chapter and the student may then be sent, but not until that time. This time frame could be as much as one month following the time when the letters for the New Mexico scholarships are sent. The Foundation is not necessarily going to disapprove a student, but this is their process. The Chair of the State Scholarship Committee will then contact the student to assist them in electronically linking to the foundation.

The payments of the Foundation Scholarships are made according to their rules and on their schedule. The Confirmation of Enrollment emails are submitted through the portal between July 1- December 1 of each year and payments are made to the institution of higher education. The Jean Boswell scholarship is paid in one lump sum in the Fall semester while the payments for Francine Neff are made in both Fall and Spring semesters. Students who receive these scholarships will also be sent an Acceptance Form that outlines the conditions of the scholarship to complete and return, and a Notice About Tax Information. Examples of these two forms are included in this Handbook.

Writing a Personal Purpose/Goal Statement:

Present yourself in the best, most honest terms emphasizing your grades, outside activities, goals, and plans to achieve those goals. These scholarships are competitive, and you want to find a way to tell your story that will attract the attention of the readers and tell them about your personality. Make sure that your statement is written in good English. Your statement is one of the most important parts of the application. Ask your Chapter Sponsor to review your statement and help you improve it.

Criteria for Evaluation of Applications:

- Ability to communicate her strengths
- Goals and focused ideas of how they will be achieved
- Academic standing/GPA
- Potential to succeed
- Activities that enhance the student's academic objectives

Number of Scholarships Awarded:

The number of scholarships awarded is dependent upon the funds available. This is true for both NM State awarded scholarships and those provided by the Foundation. Usually, there are between three and four scholarships awarded for each of the categories each year.

Scholarship Committee:

The scholarship committee is comprised of a chair and three to four readers. These women spend many hours reading and grading the applications. It is very difficult to discern one applicant's abilities from another because we receive so many excellent candidates. If a tie does exist when the votes are returned to the chair, the chair is the tie breaker. While the Scholarship Committee votes and selects winner, the State Board has the financial responsibility of allocating funds for all the scholarships.

**New Mexico State Chapter
High School Student Applicants
For Francine Neff or Delilah Williams, I Scholarship
This is a merit-based scholarship**

DIRECTIONS FOR APPLICANT

1. Complete the Application Form on the New Mexico P.E.O. website. Go to www.nmpeo.org, then click on PROJECTS. Incomplete or outdated forms will not be processed.
2. **At the end of Fall semester**, contact the registrar of your educational institution to order a copy of your most recent 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 is signed by your high school administrator and placed in an envelope with an official seal. Include the transcript with your application materials.
3. Obtain one Faculty Letter of Recommendation that introduces you as a worthy candidate for scholarship. The letter must be from a faculty member at the high school you are attending who is knowledgeable about your academic abilities and initiative. The letter must be original (no photocopies will be accepted), **dated no earlier than December 1st**, 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 while attending high school.
 - b) Student organizations while attending high school.
 - i. On and off campus
 - ii. Dates of participation
 - iii. Offices held and the dates
 - c) Volunteer or community service while attending high school
 - i. On and off campus
 - ii. Dates of participation
 - d.) Employment history while attending high school
 - e.) Athletics/hobbies while attending high school
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.

**New Mexico State Chapter
College/University Applicants
For Applicants for the Delilah Williams II; Francine Neff II, III, IV;
Jean Boswell; and NM State Scholarship
This is a merit-based scholarship**

DIRECTIONS FOR APPLICANT

1. Complete the Application Form on the New Mexico P.E.O. website. Go to www.nmpeo.org, then click on PROJECTS. Incomplete or outdated forms will not be processed.
2. **At the end of Fall Semester**, 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 a college/university 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 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 the prior December 1st**, 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. Be sure to make sure the letter is signed.
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 while attending college.
 - 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 while attending college
 - i. On and off campus
 - ii. Dates of participation
 - d) Athletics/hobbies while attending college
 - e) Employment history while attending college
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. Send the items listed above to your sponsoring chapter representative by January 5.

NEW MEXICO STATE CHAPTER
P.E.O. SISTERHOOD

SCHOLARSHIP ACCEPTANCE FORM

Name of Scholarship:

Amount of Award:

Institution:

Name of Student:

Home Address:

Email Address:

Date of Award:

Sponsoring P.E.O. Chapter & City:

TERMS OF ACCEPTANCE (Please read carefully, then initial to affirm agreement):

- In accepting this scholarship, I agree that the scholarship will be used only when enrolled as a fulltime student at the institution listed above. _____
- I understand that this scholarship is for two semesters. _____
- I understand that if I withdraw voluntarily or not voluntarily from this institution at any time during the year, I will be required to repay to the NM State Chapter, P.E.O. Sisterhood, the unused amount for the semester in which I withdraw. Withdrawal in the first semester voids payment for the second semester. _____
- If I decide to accept an internship for a semester in place of being a fulltime student, I will forfeit the portion of the scholarship for that semester. _____
- If I graduate at midterm, I will forfeit half of the amount or repay to the NMSC P.E.O that amount. _____
- I will forward a report of my grades to the chair of the New Mexico State College Scholarship Committee each semester. _____

SIGNATURE OF STUDENT: _____ DATE: _____

Please sign, retaining one copy for your records. One signed copy must be returned within 14 days of the date of the award to: New Mexico P.E.O. College Scholarship Committee Chair at the address below:

Margo Milleret, 6413 Prairie Rd NE, Albuquerque NM 87109 or milleret@unm.edu.

IMPORTANT NOTICE REGARDING INCOME TAX TREATMENT OF SCHOLARSHIP GRANTS

As explained in the enclosed letter, you have been awarded a scholarship from New Mexico P.E.O. The purpose of this notice is to make you aware of a major change concerning income tax treatment of this grant.

The Tax Reform Act of 1986 revised the Federal income tax treatment for recipients of scholarship grants. Prior to this change in the law, scholarship grants in most cases were not considered taxable income to the recipient.

For a scholarship grant received in 1987 or later to be excluded from taxable income, however, the following requirements must be met:

1. the grant must be made to an individual who is a candidate for a degree at an educational institution,
- and
2. the grant must be used for tuition and fees required for enrollment or attendance; or for fees, books, supplies and equipment required for courses of instruction.

This means that if all or any portion of this grant is used for such costs as room and board or transportation, for example, that portion will be considered taxable income for federal income tax purposes.

To eliminate the possibility that you would need to include this grant as taxable income, we suggest you use it as much as possible for tuition or required fees and supplies. Funds from other sources, such as employment, should be used to pay for room and board, transportation and other incidental costs.