

CHAPTER SPONSOR HANDBOOK
State of New Mexico
P.E.O.

New Mexico State Scholarship Committee
2022

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SPONSORS

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NOTES to CHAPTERS

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 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, please note that 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 institution 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.

Francine Neff and Jean Boswell Scholarships:

The Francine Neff and Jean Boswell are also New Mexico scholarships, but are approved and paid through the P.E.O. International Foundation. 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 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 forms 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 the Student Application Handbook.

Number of Applicants per Chapter:

These scholarships are awarded on merit – the young woman’s grades, activities, purpose, and potential for success. Many chapters submit more than one applicant and also submit an applicant for more than one scholarship.

A Strong Application:

Please remember that these scholarships are very competitive. The responsibility resides with the submitting chapter to ensure that the applications correctly display the student’s abilities. The better the student looks with regards to grades, purpose/goal statement, outside activities, her potential to succeed, and ability to express herself, the better the application will be scored. Sometimes outside activities can weigh one student over another with equal scholarship capabilities.

Please be sure the personal purpose/goal statement adequately reflects the student’s abilities and future goals. Please also ensure that the personal statement is written in good English. This statement really tells the committee more about the student, their dreams, where the student is now in achieving those goals, and reflects her personality. This statement is one of the most important parts of the application.

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) Athletics/hobbies while attending high school
 - e) Employment history 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

DIRECTIONS for SCHOLARSHIP COMMITTEES of SPONSORING CHAPTERS

1. Have an interview with the applicant. It should include at least two members of the chapter.
2. Vote to sponsor the candidate at a chapter meeting.
3. **It is imperative that you mentor your candidate(s) throughout this entire process.**
4. Download the Sponsor Chapter Handbook. It is located on <http://www.nmpeo.org>, then click on PROJECTS. Complete the fill-in pdf Chapter Sponsor's Information form. This form should be included in the candidate's application materials.
5. Notify the candidate to download her Student Application Handbook and complete the fill-in Application form. The Handbooks provide important information to both Sponsors and Applicants.
6. If a candidate qualifies and is applying for more than one scholarship, she must mark all of those scholarships on the application form. The chapter must upload one copy of the packet for every scholarship the candidate is applying for, and use the appropriate file names for each scholarship.
7. When the candidate returns the application packet to you, ensure that it is complete and correct.
8. 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

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 form
 - The Chapter sponsor's information form
 - 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.*
9. Ask your Technical Chair to **scan** the final submission packet and make an electronic file in **pdf format**. The file **must 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.

10. **Upload** the file onto the State website <http://www.nmpeo.org>, then click on the dropdown menu RESOURCES, then 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. You should receive a message that your file was uploaded.
11. The deadline for submitting the files to the website is January 22. If there are any questions or help needed, please contact the NM Scholarship Chair, Margo Milleret, milleret@unm.edu or (505) 856-6251.