

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

New Mexico State Scholarship Committee
2023

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SPONSORS

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ELIGIBILITY FOR NM STATE SCHOLARSHIPS

Scholarships	Delilah Williams I & II Scholarship	Francine Neff I, II, III, IV	New Mexico State Scholarship	Jean Boswell Foundation Scholarship
College Requirements:	At Freshman or Sophomore level for an academic year at a NM institution or Cottey College	At Freshman, Sophomore, Junior, or Senior level for an academic year at Cottey College	At Junior or Senior level for an academic year at any four-year college.	At Junior or Senior level for an academic year at any four-year college.
Evaluation Criteria:	Scholastic ability, participation in school and community activities, potential to succeed.	Scholastic ability, participation in school and community activities, potential to succeed.	Scholastic ability, participation in school and community activities, potential to succeed.	Scholastic ability, participation in school and community activities, potential to succeed.

ELIGIBILITY FOR NEW MEXICO CAREER AND TECHNICAL EDUCATION SCHOLARSHIP (NM CTE)

The New Mexico CTE Scholarship is a program designed to provide educational funding for women pursuing a Career or Technical certification. Women who have earned their high school diploma or GED are eligible for this scholarship at any time during their working lives. This is a merit-based scholarship. Scholarship funds are awarded in the fall. Students may apply for a second year of funding and present their academic records in addition to the other application materials as evidence for the awarding of a second year of funding.

TAX LIABILITY FOR SCHOLARSHIP FUNDS

Scholarship funds may be used for all academic expenses including tuition, fees, books, supplies, and other needed items such as uniforms, special equipment, or tools. Funds used for meals or housing may incur a tax liability. Recipients will decide on the use of the funds and will be responsible for any taxes incurred.

DIRECTIONS for SCHOLARSHIP COMMITTEES of SPONSORING CHAPTERS

1. Conduct 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) and computer generated. 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

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
- Student personal resume
- Student statement of purpose
- 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; FN_Stewart_AM; DW1_Rhodes_Q; DW2_Allen_AS; NM_Coffin_AG; CTE_Pearson_X. 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 February 1st. If there are any questions or help needed, please contact the NM Scholarship Chair, Margo Milleret, milleret@unm.edu or (505) 856-6251.

NOTES to CHAPTERS

Prospective Cottey College Visit Fund: New Mexico P.E.O. has funds available for students to travel and visit the campus of Cottey College. For more information visit nmpeo.org/Projects Cottey Corner.

Calendar for Scholarship Applications: Applications are submitted by **February 1st**, selection is made in late February, and candidates and chapters are notified in March or April. Scholarship funds are awarded in two payments, half the first semester and half the second semester of the school year in which they are enrolled.

Applicant requirements: Must be US Citizen or a legal resident residing in New Mexico, 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. **Applicants may apply for scholarships each year for which they qualify. This is true if they receive a scholarship or if they do not.**

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 emails are sent both to the student and to the chapter sponsor that submitted the application. Emails should be expected four weeks following the deadline, approximately the last week of February of each year. The recipients will receive an Acceptance Form that outlines the conditions of the scholarship to complete and return within fourteen days and information regarding tax liability. An example of the Acceptance Form is included in this Handbook.

Francine Neff, Jean Boswell Scholarship, and NM Career and Technical Education Scholarship:

The Francine Neff, Jean Boswell, and NM Career and Technical Education Scholarship 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 International Foundation 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 first notified of the student's acceptance. Then, the acceptance emails to the chapter and the student will be sent. This time frame could be as much as one month. The Foundation is not necessarily going to disapprove a student, but this is their process.

Following the receipt of an acceptance email, students will receive an email from the Foundation requesting that they set up an account on their portal. Then, 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 and the NM Career and Technical Scholarships are paid in one lump sum in the Fall semester while the payments for Francine Neff are made in both Fall and Spring semesters. All scholarship recipients will receive an Acceptance Form that outlines the conditions of the scholarship that they should complete and return within 14 days and information regarding tax liability. An example of the Acceptance Form is 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 one and four scholarships awarded for each of the categories each year.

Scholarship Committee:

The NM State Scholarship Committee is comprised of a chair and three to four readers. These women spend many hours reading and grading the applications. 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. The Application form is a fill-in pdf that should be completed on the computer.
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.
 - 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.
6. If attending a college high school dual credit program, submit a letter from the college high school counselor stating the number of hours that you will be expected to receive in credit and at what level of study you will be entering college. It takes sixty (60) hours to be classified as a junior.
7. Send the items listed above to your sponsoring chapter representative by January 15th.

**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. The Application form is a fill-in pdf that should be completed on the computer..
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.
 - 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.
6. Send the items listed above to your sponsoring chapter representative by January 15th.

**New Mexico State Chapter
High School/GED Applicants
For New Mexico Career and Technical Education 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. The Application form is a fill-in pdf that should be completed on the computer.
2. Obtain one Letter of Recommendation that introduces you as a worthy candidate for scholarship. The letter should be from a former teacher, employer, pastor, or a personal reference. The person writing the reference should be knowledgeable about your 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 sent in pdf format.
3. Write a personal resume to include the following information. It must be computer generated and no more than one page single-spaced, or two pages double-spaced. If applicant is a recent high school graduate, items a) through e) should be included. Otherwise, applicants should list volunteer or community service, an employment history, and any other relevant activities or information.
 - a) Academic or Special Honors you have received and the dates you received them.
 - 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.
4. 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 one page single-spaced or two pages double-spaced.
5. Send the items listed above to your sponsoring chapter representative by January 15th.

**NEW MEXICO STATE CHAPTER
P.E.O. SISTERHOOD**

SCHOLARSHIP ACCEPTANCE FORM

Please complete both the top and the bottom of the form and sign.

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 least 12 hours per semester) at the institution listed above. _____
- I understand that I can use the scholarship money for study abroad if the program is under the auspices of my university. _____
- I understand that I am responsible for any tax liability if I use the scholarship for room and board payments. _____
- 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. _____
- I will forward a report of my grades to the chair of the NM 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.