

FRANCINE NEFF FIRST YEAR SCHOLARSHIP FORMS

**CHAPTER INSTRUCTIONS
APPLICANT INSTRUCTIONS
APPLICATION FORM**

FRANCINE NEFF SCHOLARSHIP

New Mexico State Chapter

FOR FIRST YEAR STUDENTS ADMITTED TO COTTEY COLLEGE

This is a merit based scholarship

DIRECTIONS TO SPONSORING CHAPTER

1. Have an interview with the candidate. It should include **two** (2) or more chapter members.
2. Vote to sponsor the candidate at a chapter meeting.
3. Download the application form from the State website (nmpeo.org) 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 complete and **filled out** correctly.
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, to include the following:
 - 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, phone, and E-mail of the chapter's scholarship representative
6. The final submission packet must include the following **original documents PLUS four (4) copies, IN THE FOLLOWING 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
 - d. Student statement of purpose, signed and dated
 - e. Faculty Letter of Recommendation, signed and dated with the original envelope.
Chapter may open to make copies.
 - f. Official transcript including the most recent term course work and grades with the original 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".
7. Send the **original** and 4 collated copies (5 total) in the order listed in Item #6 to the NM Scholarship Chair, **postmarked no later than January 22**. Packets must be received no later than January 26th. **Incomplete, incorrectly filled out, or late applications will not be considered.** Copies may be paper clipped but not folded or stapled. Retain one copy for your records.
8. Please send completed packet to NM State Scholarship Chair (address at nmpeo.org>committees) using USPS Priority Mail, which is automatically tracked. Send email to NM State Scholarship Chair indicating your name and telephone number, the date the packet was mailed, and a scanned copy of the application form. This step assists the chairman in determining if packets are received in a timely manner.

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DIRECTIONS FOR APPLICANT

1. Complete the Francine Neff Scholarship Foundation Application from the State website (obtain from P.E.O. sponsoring chapter). Incomplete or outdated forms will not be processed.
2. Have your high school registrar prepare for you an official transcript, including most recent semester course work and place it in a sealed envelope. An official transcript is one that has not been copied, has an official seal, and is signed by a high school administrator.
3. Obtain one Faculty Letter of Recommendation that introduces you as a worthy candidate for the Francine Neff Foundation Scholarship. The letter must be from a faculty member at the high school you are currently 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 1**, and **signed** by the person writing the letter. **It must be in a sealed envelope, with the writer's name signed across the flap.**
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 high school
 - 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. Send the five 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 high school requirements 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 University You Will Attend: _____

Address _____

Verify: I will be an undergraduate Freshman _____

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

**FRANCINE NEFF
SECOND, THIRD OR
FOURTH YEAR
SCHOLARSHIP FORMS**

**CHAPTER INSTRUCTIONS
APPLICANT INSTRUCTIONS
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3. Obtain one Faculty Letter of Recommendation that introduces you as a worthy candidate for the Francine Neff 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. **It must be in a sealed envelope, with the writer's name signed across the flap.**
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- 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 University You Will Attend: _____

Address _____

Check one: I will be an undergraduate: Sophomore _____ 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.

NMSC 8/2018

Signature

Date