

## TIPS for SUCCESSFUL SCHOLARSHIP APPLICATION SUBMISSION

Scholarship applications are submitted for the Fall-Spring semesters of the year following application, e.g., 2019 applications relate to the Fall 2019-Spring 2020 academic year. Please be aware of what the student's academic qualification is at the time of the academic year. For example, if the student is a sophomore now, then the scholarship will apply to that student's junior year.

Applications will be due for ALL scholarships on **January 22**, and the same date for every year thereafter. Please take note of this date as it is a big change. The date change is to allow both state and international deadlines to be met. Packages postmarked on January 22 must be received no later than January 26.

Delilah Williams I	Delilah Williams 2	NM PEO	Francine Neff	Jean Boswell
1 <sup>st</sup> year students	2 <sup>nd</sup> year students	Junior or Senior standing	1 <sup>st</sup> through 4 <sup>th</sup> year standings	Junior or Senior standing
Any New Mexico accredited college or Univ OR Cottey College	Any New Mexico accredited college or Univ OR Cottey College	Any accredited college or Univ	Cottey College only	Any accredited college or Univ

Student requirements: Must be US Citizen, **must not** be related to member of scholarship committee, may be related to P.E.O. member, must meet requirements of specific scholarship. **Please note: no student may receive more than one scholarship!**

Application package – Original plus four copies (5 total)

Order of documents:

1. Application
2. Chapter letter
3. Student purpose/goal statement
4. Student resume (note – 1<sup>st</sup> year students may not have one)
5. Faculty endorsement letter
6. Official transcript

Note: The Faculty endorsement letter must be from a faculty member that knows the student and is familiar with her work and abilities. This endorsement **should not** be

from a family member/family acquaintance, or from another P.E.O. sister, etc. The official transcript should be dated through the Fall Semester immediately preceding the application. Both the faculty endorsement letter and transcript should be opened and copied so that each is included in the 5 packets/student. The signed/verified envelopes for the faculty endorsement letter and transcript should be included with the original application. The faculty member may be an Emeritus faculty, if familiar with the student. If you are submitting the same student for more than one scholarship AND the faculty endorsement is different for the second scholarship, please mail separately or attach a note.

The original plus four copies may be paper-clipped, but not stapled. More than one scholarship application may be included in the same package. Two scholarship applications for the same student may be included in the same package, as long as the application shows the first page on top and is clearly delineated. The best way to mail a package is to use Priority Mail. Priority mail is one charge of \$6.70 (at this time), no matter the weight or city shipped from. Regular postage does vary from city to city, but priority mail does not. Envelopes and labels are available from the post office. To ensure that the Scholarship Chair receives the package, please email the Chair with the date the package was mailed, the tracking number, the applicant name, as well as your name and contact information. In this email, please scan and attach the application page (the one the student fills out with the name of the scholarship on top) only.

#### Scholarship Awards:

The scholarships are paid in two payments, half the first semester and half the second semester of the year following acceptance. The payments are made once a Confirmation of Enrollment (COE) is received from the student for each semester. The COE form is sent to the student by the Chairman of the State Scholarship Committee. Payments are made by the New Mexico State Treasurer directly to the University that the student is attending, not to the student.

#### Graduation/Internships:

If your applicant is scheduled to graduate in December of the application year, then only half of the scholarship may be awarded. We are asking to receive applicants that will be able to take advantage of the entire year of funding. Otherwise, funding is left in the State accounts. If your student intends to participate in an internship outside of school during the funding year, the same applies.

#### NM PEO, Delilah Williams I and Delilah Williams II Scholarships:

The NM PEO, Delilah Williams I, and Delilah Williams II scholarships are awarded from New Mexico state funds. Acceptance or rejection letters are sent both to the student and to chapters who submitted applications. Letters should be expected

approximately six weeks following the deadline, approximately the first week of March of each year. The accepted students will receive an acceptance form to fill out, and a notice about tax information.

#### Francine Neff and Jean Boswell Scholarships:

The Francine Neff and Jean Boswell scholarships are approved through the P.E.O. International Foundation. Once a student is voted upon favorably by the State Scholarship Committee, the Chairman 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 two-three weeks, once the student is submitted. The Chairman 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 Chairman of the State Scholarship Committee will then contact the student to assist them in electronically linking to the foundation.

#### Number of Applicants per Chapter:

Some chapters feel that having more than one applicant for a particular scholarship may limit the success of any one applicant being accepted for a scholarship. However, please remember that these scholarships are awarded on merit – the girl'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.

#### Student 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.

Scholarship Committee:

The scholarship committee is comprised of a chairman and four readers. These ladies spend many hours reading and grading these 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 chairman, the chairman is the tie breaker.

Number of Scholarships Awarded:

The number of scholarships awarded is dependent upon the funds available for each project. We have many more applicants for Delilah Williams I and NM PEO scholarships than any other. For 2018-2019, we awarded 15 scholarships out of the 64 applicants: four for NM PEO, three for Delilah Williams I and II, three for Jean Boswell, and two for Francine Neff.

I truly hope this information assists the chapters when preparing to submit an application for one of our excellent scholarships. Please always contact your New Mexico State Scholarship Committee Chairman for further information, by telephone, email, or text.