

New Mexico Career and Technical Education Scholarship

CHAPTER SPONSOR HANDBOOK

New Mexico State Chapter P.E.O. Sisterhood

New Mexico State Scholarship Committee
2024

TABLE OF CONTENTS
SPONSORS

<u>Topic</u>	<u>Page</u>
Candidate Eligibility	3
Notes to Chapter Sponsors	4-5
Sample Directions for Applicants	6
Directions for Scholarship Committees	7-8

**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. Applicants are asked to submit a letter of recommendation, a personal statement of goals and how they will be achieved, a resume, and a letter of sponsorship by a New Mexico P.E.O. Chapter. 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.

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.

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 a single payment in the fall of the year following acceptance. Candidates must be accepted into their program of study by the application deadline of January 22. Candidates may attend institutions in New Mexico or outside of the state.

Applicant requirements: Must be US Citizen or legal resident who currently resides in New Mexico, must not be related to a member of the scholarship committee, may be related to a P.E.O. member, and must meet requirements of specific scholarship.

The New Mexico CTE Scholarship is approved and paid through the P.E.O. Foundation. Once a student is voted upon favorably by the NM State Scholarship Committee, the Chair of the State Scholarship Committee submits the name to the P.E.O. Foundation. The student's application is voted upon by the P.E.O. Foundation's Board of Trustees. This may take up to four weeks, once the student's name is submitted. The Chair of the NM 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 P.E.O. Foundation is not necessarily going to disapprove a student, but this is their process. The Chair of the NM State Scholarship Committee will then contact the student to assist them in electronically linking to the foundation.

The calendar for the payment of the P.E.O. Foundation Scholarships is the following: the Confirmation of Enrollment forms are submitted through the portal between July 1 and December 1 of each year and payments are made in the fall to the institution of higher education. Students who receive this scholarship will also be sent an Acceptance Form that outlines the conditions of the scholarship to complete and return, as well as 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 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 regarding her purpose/goal statement, her potential to succeed, and ability to express herself, the better the application will be scored.

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 well-written. This statement really tells the committee more about the student, her dreams, where the student is now in achieving her goals, and reflects her personality. This statement is one of the most important parts of the application.

If the student has financial needs that should be considered, or has overcome great adversity to accomplish her goals, please make sure this is reflected in the chapter's letter of recommendation. This scholarship is intended to serve students who have not followed a traditional path, are returning to school after an absence, or who may be overlooked for other types of scholarships because their greatest achievements may not necessarily be academic.

Criteria for Evaluation of Applications:

- Ability to communicate her strengths
- Goals and focused ideas of how they will be achieved
- Potential to succeed
- Activities, work experience, interests that enhance the student's 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 P.E.O. Foundation. Usually, there are between three and four scholarships awarded for each of the categories each year.

Scholarship Committee:

The scholarship committee comprises a chair and 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 the winners, the New Mexico State Board has the financial responsibility of allocating funds for all the scholarships.

**New Mexico State Chapter
High School/GED Student Applicants
For New Mexico CTE 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. 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 the 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 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
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 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 located on 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. When the candidate returns the application packet to you, ensure that it is complete and correct.
7. 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 a chapter member (not a relative of the candidate), and computer. It should include:
 - 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 history, including non-traditional experience
 - Other important information such as financial need or overcoming adversity to accomplish her goals
 - Candidate's career goals and her potential to achieve them

The final submission packet must include the **originals in the following 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, signed and dated
 - The Chapter sponsor's information form, signed and dated
 - The Chapter Letter of Recommendation
 - Student personal resume
 - Student statement of purpose
 - Letter of Recommendation, signed and dated, in pdf format
 - If applicant is applying for a second year of support, include an official transcript with 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.*
8. 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 and 3) Chapter letter(s). For example: CTE_Bird_BB. 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.

9. **Upload** the file onto the State website 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.” You should receive a message that your file was uploaded.
10. 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, Lisa Anderson-Madera, lisamadera00@gmail.com (505) 920-8302