



# OREGON STATE CHAPTER P.E.O. SISTERHOOD

## APPLICANT'S CHECKLIST 2022-23 ACADEMIC YEAR

APPLICANT'S NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
(Address, City, State, Zip Code)

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

Submit completed application forms to Chapter Education Chair by: \_\_\_\_\_  
(month, day, year)

Education Chair: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### GENERAL INSTRUCTIONS

- Complete and submit the following application forms and materials in the order listed below.
  - ➔ Application for Scholarship, Form 4.6
  - ➔ Activities Chart, Form 4.6b
  - ➔ Applicant's Essay (typed on a separate page, with your printed name, signature and date)
  - ➔ Income & Budget/Expense Statement, Form 4.7
  - ➔ Letter of Recommendation (typed, signed and dated on a separate page)
  - ➔ Transcript
- Thoroughly review all application forms and materials for accuracy, consistency and completeness
- Carefully check arithmetic on Income & Budget/Expense Statement
- ALL FORMS SUBMITTED MUST BE SIGNED AND DATED, as indicated
- Send original documents to your Chapter Education Chair and keep copies for your records
- If you have questions, contact your sponsoring chapter's Education Committee Chair

### CHECKLIST FOR APPLICANT

☐ **P.E.O. Scholarship Application:** Form 4.6  
Application must be complete, signed and dated.

☐ **P.E.O. Scholarship Activities Chart:** Form 4.6b

You may use the template provided or create your own form using the same format. Follow the examples provided on the activities chart. Please limit your listings to three activities within the past 5

years in each category. Be specific; it is important to describe your responsibilities and any recognition received. Begin with your most recent experience and conclude with the oldest.

☐ **Applicant's Essay:**

On a separate page, you must compose a 300-500 word essay with pertinent personal information, including factors and challenges that have influenced your life, reasons for choosing your educational focus, your educational goals, career plans, and financial need. Your **essay must be typed, include your printed name, and be signed and dated.**

☐ **Income & Budget/Expense Statement:** Form 4.7

- a. The entire form must be complete and accurate. Enter a zero or N/A when an item does not apply to you. Check arithmetic for accuracy.
- b. If applicable, your spouse or partner's income and expenses must be included, as well as your own.
- c. *Monthly Income:* The data you enter for monthly income should be relative to the term(s) or semester(s) for which the scholarship is requested. The amount entered on line #1 represents your total monthly income.
- d. *Additional Information:* List other sources of financial support, including 2022-2023 scholarship and grant amounts that are anticipated, but not confirmed.
- e. *Monthly Living Expense:* Your monthly living expenses should be relative to the term(s) or semesters(s) for which the scholarship is requested. The amount entered on line "A" represents your total monthly living expense.
- f. *Educational Expense Per Term:* Education expenses are listed for the term or semester and then divided by the number of months in a term or semester: divide by 3 for terms; or, divide by 4.5 for semesters. The amount entered on line "B" represents your total monthly educational expense.
- g. *Total Monthly Expense:* Enter the amount from "A" Total Monthly Living Expense plus "B" Total Monthly Educational Expense.
- h. *Difference Between Monthly Income and Monthly Expense:* This final amount is the difference between monthly income (Line #1) and monthly expense (Line #2). In other words, subtract Line #2 from Line #1. The difference may be a negative amount. If this difference is a negative number, please write a short explanation of how you plan to manage the difference between your monthly income and your monthly expenses.
- i. **Print your name, sign and date the Statement.**

☐ **Letter of Recommendation:**

One current letter of recommendation must be included with your application packet. Regardless of who writes this recommendation on your behalf, it **must be signed and dated with the title or other official identification of the writer and be on official letterhead, when possible.**

If you are currently enrolled in studies, or have been enrolled in the past year, this letter must be an academic letter of recommendation by a professor or instructor. If you are currently, or have been an online student with no direct contact with professors or instructors, a letter from your academic adviser is acceptable.

If you are not currently enrolled or have not been enrolled in studies in the past 12 months, a letter of recommendation from an employer or other non-relative may be submitted. The relationship between you and the individual writing the letter must be clearly identified (for example: employer, church pastor).

☐ **Transcript:**

A minimum 2.5 GPA is required.

Include your most recent transcript that includes all courses taken, grades and cumulative GPA. If the term has not ended, also include a list of your current courses and credit hours. Web-downloaded transcripts are acceptable (all web-downloaded transcripts must include your name).

If you are an entering freshman, you must submit your high school transcript.

☐ **For Study Abroad Funding:**

Documentation from the institution must be provided indicating study abroad is a requirement for your degree.

**Only completed applications postmarked by the deadline will be evaluated.  
Additional time will not be given to provide missing documentation.**

All applications will be evaluated by a minimum of three members of the state scholarship committee. This committee will evaluate applicants who meet the basic criteria for the scholarship for which they are applying; each application will be weighed against all other applications received for the same scholarship.

- Ability to be successful in academic studies and in a career
- Potential to reach goals
- Financial need
- Merit

(These three pages are for your information; please do not include them with your completed application.)