

Application instructions

Formatting

Applications can be hand written or typed. Because applications must be copied and distributed to members of the scholarship committee, it is important that your application be:

- Typed or written in dark, black ink to ensure that copies are legible.
- Submitted on letter size (8.5"x11") paper.
- Not fastened by staples or bound in a folder or booklet.

Eligibility

Only applicants who are enrolling or enrolled to study journalism, political science or communications are eligible to receive a KCCEOA Scholarship. Additionally, the scholarship is only available to applicants who will be attending Kansas colleges. Applicants must also maintain a 3.0 or higher cumulative GPA.

Requirements

The application should be filled out as completely as possible. This includes the following sections:

- Personal information
- Activities and honors
- Community service activities
- Awards and honors
- Family information
- Financial information

In addition to the completed application, you must submit the following:

<http://www.kcceo.org/scholarship-instructions/>

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3/30/2016

Scholarship instructions — Kansas County Clerks and Election Officials Association

- A brief essay (no more than one typed page) explaining your goals for your chosen career.
- Official transcripts.
- Two letters of reference. One personal reference from a relative or friend and one professional reference from an employer, teacher or school administrator.

If someone will be submitting any of the above on your behalf, please note this on your application. All materials must be received by the deadline. ***It is your responsibility to ensure that all application materials are received by the deadline.***

Deadline

Applications must be received by Friday, April 1, 2016.

Submitting an application

Applications can be submitted in the office of your County Clerk. All applications submitted to a local county office by the April 1 deadline will be accepted and forwarded to the scholarship committee for review.

Applications can also be mailed directly to the chair of the scholarship committee:

Ellis County Clerk

KCCEOA Scholarship Committee

PO Box 720

Hays, KS 67601

Reminder, application materials must be received by the April 1 deadline to be considered. Please take into account postage delivery times.

Award announcement

Scholarship winners will be announced at the KCCEOA Conference in early May 2016. Winners will be notified by the County Clerk of their home county. This notification will happen by May 15.

Checks will be mailed directly to the recipients' college for the 2016 fall semester once proof of enrollment has been received by the KCCEOA Treasurer. This can be mailed to:

Karen Madison, Cowley County Clerk

321 East 10 Ave

Winfield, Kansas 67156

Questions

Any questions about the KCCEOA scholarship program, application requirements, or to confirm receipt of your application materials, please contact the Scholarship Committee Chair, Carol Noblit, Kingman County Clerk. She can be reached by phone at 620-532-2521 or by email at km_county_clerk@wan.kdor.state.ks.us.

Instructions for KCCEOA Scholarship Application

Please complete all pages of the application and your essay with the fill in form. The scholarship is available to applicants who will be attending Kansas Colleges or University.

It is also important that all pages be emailed to the Ellis County Clerk, Donna J Maskus:
dclerk@ellisco.net.

Pertaining to the letters of reference, please note – when the applications are emailed without the letters of reference included in the packet – some notice should be included that the letters of reference will be coming at a later date.

All applications are due by April 1st. If you drop your application off at the office of your local County Clerk/Election Official by the due date, it will be forwarded on to the Scholarship Chairperson. If any or all parts of your application will be mailed, please mail directly to the Ellis County Clerk at PO Box 720, Hays, KS 67601.

The \$500 Scholarship Winners will be announced at the KCCEOA May meeting. After a copy of the College Class Notification is mailed to the KCCEOA Treasurer, the funds will be sent to the Applicant's College for the fall semester of current year.

The Local County Clerk/Election Official will contact the scholarship winners in each respective County. This notification should happen by May 15th each year.

Thank You for Your Application

*For questions, you may call:
Chair, Donna J Maskus @ 785-628-9410
or email dclerk@ellisco.net.*

Kansas County Clerk's and Election Officials' Association Scholarship Application

Scholarships are limited to students who intend to attend a Kansas College or University: majoring in Journalism, Political Science, Business or Communications and are a high school senior with a 3.0 GPA or a freshman or sophomore in college who will complete a minimum of 12 credit hours in college with a 3.0 GPA.

Check all boxes that apply:

1. Major: Journalism Political Science Business Communications
2. Present Status: High School Senior College Freshman College Sophomore
3. Do you have a GPA of 3.0 or higher: Yes No

Personal Information

Last Name:

First Name:

MI:

Address:

Address

City

County

State

Zip

Date of Birth:

Phone Number(s):

Present High School or College Attending

City and State of School

School Year

College Planning to Attend

City and State of School

School Year

List additional educational courses or colleges attended:

Name of School, Graduation Date, College Hours, and Grade Average

Activities and Honors

List participation in school activities:

List participation in community services:

List honors or awards received:

Family Information

Father's or Guardian's Name:

Address:

Occupation:

County Employee: Yes No

Mother's or Guardian's Name:

Address:

Occupation:

County Employee: Yes No

Please list the name and ages of all siblings/children and how many are in college or other post-secondary education:

Financial Information

Give a brief explanation of source and amount of funds available for the academic school year in which this scholarship is requested:

Where do you plan to live while in school (please check one):

Parents Relatives Self Spouse Roommate Dorm Other

Additional Requirements

1. A brief essay explaining your goals for your chosen career. Please limit it to one page.
2. Official High School and/or College Transcripts for each school attended. If the school or college is mailing them, please note when sending your application.
3. Two letters of reference: one should be from a friend or relative and the other from a business associate, past employer or teacher.
4. Application must be received by April 1 to: Chairperson: Donna J Maskus, Ellis County Clerk, PO Box 720, Hays, KS 67601. You may turn the application into your local County Clerk/Election Official, and it will be forwarded in a timely manner.

Thank you for your interest in the Kansas County Clerks'/Election Officials' Scholarship Process

I certify that the foregoing statement and enclosures are true and correct to the best of my knowledge.

Date

Typed and Signed Signature of Applicant

Please begin your essay here: