



## *BELLEVUE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS*

### **BAEOP MEMBER DEPENDENT STUDENT SCHOLARSHIP GUIDELINES**

- BAEOP scholarships are designed to assist the son or daughter of a BAEOP member who wishes to continue their education as a full time student.
- Up to three \$500.00 Scholarships will be awarded for the coming academic year, as determined by the BAEOP board and Scholarship Committee.
- BAEOP Scholarship funds may be used to pay for tuition, books and living expenses (i.e. housing, utilities and food, when appropriate receipts are provided).

#### **MEMBER REQUIREMENTS:**

1. The candidate's parent or guardian must be a current member of BAEOP, as confirmed by the Membership Chairman, and must have paid their dues for two consecutive years.
2. The candidate must submit an application along with supporting documents to BAEOP Scholarship Chairman, postmarked or hand delivered no later than April 1<sup>st</sup> of current school year.

#### **CANDIDATE ELIGIBILITY CRITERIA:**

1. The candidate may be a graduating high school student, OR a student who is currently pursuing a course of study at a college, university, or vocational school, and who is planning on continuing their education during the coming school year.
2. The candidate must be enrolled as a full-time student during the coming academic school year in order to receive the scholarship.

#### **APPLICATION:**

An application will be considered complete when the following items have been received by BAEOP:

1. Application for scholarship marked BAEOP Member Dependent Student Scholarship (Form I).
2. One-page essay on "Why I Am Applying for the BAEOP Scholarship?" (Form II)
3. High school or post-secondary transcript or grade report for course work completed as of the last grading period. The transcript or grade report must include a cumulative GPA.
4. No more than three letters of recommendation from non-family or non-BAEOP members. Letters may be from former or present employers, school officials or teachers. The letters may describe the student's activities and leadership record, character, personality, initiative, drive, home background, and/or other factors supporting his/her candidacy. All material shall be typed or printed legibly. Letters used to apply for other scholarships, programs or college admissions will be accepted.
5. Signature of candidate and sponsoring BAEOP member parent/guardian must appear at the bottom of Form I of the application.

**NOTE:** Only application forms marked BAEOP Member Dependent Student Scholarship may be used. Failure to use correct forms or fill them out in their entirety will result in disqualification. Application forms and support materials shall be typed or printed legibly. All materials will become the property of BAEOP and will not be returned to the applicant. Neatness and accuracy will be taken into consideration by the judges. Regular paper (8 1/2" x 11") is required for any additional attachments.

### **SELECTION CRITERIA / PROCEDURE**

1. Award is based on information obtained from the application package.
2. Criteria for selection:
  - Academic Record (Form I and transcript)
  - Extracurricular and Leadership Activities (Form I)
  - One-Page Essay (Form II)
  - Recommendations
3. Awards will be determined by a panel of judges made up of BAEOP members.
4. Scholarship recipient and all other applicants will be notified by the Chairman of the Scholarship Committee by May 1<sup>st</sup>.

### **AWARD DISBURSEMENT**

1. BAEOP will provide direct disbursement in the amount of the award to each recipient upon official notification of enrollment or other proof of school attendance. If the scholarship award is intended to pay for tuition, it will be sent directly to the designated school account. If the scholarship award is to cover non-tuition expenses, the award will be sent directly to the student, once the treasurer receives proof that the education related expense has been paid.
2. The approved monies will be valid only for the academic year following the award of the scholarship.
3. If conditions of the BAEOP Member Dependent Scholarship are not met, it is understood that BAEOP reserves the right to withdraw the scholarship award.

### **STUDENT INFORMATION:**

1. Submit the original application forms, with attachments, to the BAEOP Scholarship Chairman. Candidate shall be responsible for the completion and submission of all required materials.
2. Scholarship Award will be presented at the BAEOP Spring General Membership meeting.

**Submit completed application forms and attachments to:**

Sandi Ivie  
Chinook Middle School  
2001 98<sup>th</sup> Ave NE  
Bellevue, WA 98004  
[Iviep@bsd405.org](mailto:Iviep@bsd405.org)

**APPLICATION MUST BE POSTMARKED OR HAND DELIVERED  
NO LATER THAN APRIL 1<sup>ST</sup> OF THE CURRENT SCHOOL YEAR**



*BELLEVUE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS*

**BAEOP MEMBER DEPENDENT STUDENT SCHOLARSHIP**

**APPLICATION**

Name of Applicant \_\_\_\_\_  
First Middle Last

Home Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Female Male (mark one)

Name of BAEOP member and relationship \_\_\_\_\_

Name of high school or college now attending: \_\_\_\_\_ Year in School: \_\_\_\_\_

School Address: \_\_\_\_\_

**(Attach copy of a transcript or grade report from last grading period, indicating cumulative GPA.)**

Name of educational institution you plan to attend next fall: \_\_\_\_\_ Accepted?  
(mark one)  
Yes No

School Address: \_\_\_\_\_

**If more space is needed to complete the following information, please use another sheet.**

List extracurricular activities (school) including athletics, music, etc, including any offices held:

_____	_____
_____	_____
_____	_____
_____	_____

List your community activities (non-school), including any offices held:

_____	_____
_____	_____
_____	_____
_____	_____

List your academic awards or honors:

_____	_____
_____	_____
_____	_____
_____	_____

List any other scholarships received:

_____	_____
_____	_____
_____	_____
_____	_____

State your career objective:

\_\_\_\_\_

\_\_\_\_\_

Have you worked while attending school? If so please list.

Where employed	Primary responsibility & hours per week	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the above is true and correct.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



**Form II**

*BELLEVUE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS*

**BAEOP MEMBER DEPENDENT STUDENT SCHOLARSHIP**

**“WHY I Am Applying for the BAEOP Scholarship?”**

**ESSAY**

**Signature of Applicant**

**Date**

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