



## *BELLEVUE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS*

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

#### **GUIDELINES**

- BAEOP scholarships are designed to assist the child of a BAEOP member who wishes to continue their education as a full-time student. Only one scholarship per student is allowed.
- We will award up to four scholarships each year as determined by the BAEOP board and Scholarship Committee. Value of each scholarship will be up to \$1,000.00, based on funds available.
- 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, who has been a member for two consecutive years (the current and last year), as confirmed by the Membership Chairperson.
2. The candidate must submit the application along with supporting documents to BAEOP Scholarship Chairperson, electronically via email no later than 11:59PM May 1st of the 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 to continue their education during the next academic school year.
2. The candidate must be enrolled as a full-time student during the next academic school year in order to receive the scholarship.
3. The candidate may apply as often as they wish, but may only receive one BAEOP 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 (official transcript is not required). 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, and letters may be emailed directly to Scholarship Chair. 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) ..... 40%  
Extracurricular and Leadership Activities (Form I)..... 10%  
One-Page Essay (Form II) ..... 30%  
Recommendations..... 20%
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, prior to the Year-End Banquet, where the scholarship will be awarded.

**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 necessary attachments, to the BAEOP Scholarship Chairman. Candidate shall be responsible for the completion and submission of all required materials.
2. Scholarships will be presented at the BAEOP Year-End Banquet.

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

Jill Follett  
BAEOP Scholarship Co-Chair  
International School  
445 128<sup>th</sup> Avenue SE, Bellevue, WA 98005  
follettj@bsd405.org

**APPLICATION MUST BE SUBMITTED ELECTRONICALLY  
NO LATER THAN 11:59PM MAY 1st 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 \_\_\_\_\_

Email 1 \_\_\_\_\_ Email 2 \_\_\_\_\_

Date of Birth \_\_\_\_\_

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 below.

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

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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