**Kankakee-Iroquois Educational Office Professionals**

**Student Scholarship**

# 2019

 Gloria Kennedy Chairman

 KIEOP Student Scholarship

 Avis Huff Impact/CIPS

 369 N. Fifth Ave.

 Kankakee, IL 60901

 **815-802-4401- Office**

 **815-933-9220- Fax**

 Gloria-Kennedy@ksd111.org

## Kankakee-Iroquois Educational Office Professionals

STUDENT SCHOLARSHIP

GUIDELINES

This scholarship is designed to assist a business education student who wishes to continue his/her education and pursue an office-related career, preferably in the educational field.

KIEOP will award one scholarship for $1,000.

### APPLICANT ELIGIBILITY CRITERIA

1. Applicant must intend to continue his/her education within the current calendar year in an office-related business program.

1. Applicant may be a graduating high school student who has made application to continue his/her education, or the applicant may currently be pursuing such a course of study in an institution of higher education.

1. Applicant must have completed two or more business education courses (four semesters) from among the following: computer classes, Keyboarding/typing, marketing, business communication, accounting, office practices and procedures, bookkeeping, Desktop publishing, and/or business law. (Courses may have been taken in high school, college, or a combination.)

1. Applicant shall be enrolled/expect to be enrolled as a full-time student in an institution of higher education (two- or four-year college university, business college/school, or vocational/technical school.)

1. Applicant shall be responsible for the completion and return of all required support materials. (See Application Requirements Section.)

### APPLICATION

An application will be considered complete when the KIEOP Scholarship Chairman has received the following items:

1. Application for scholarship on the form (Form 2) provided by KIEOP. (Failure to use correct form will result in disqualification.)

1. Biographical information form (Form 3) completed. (Failure to complete the form in its entirety will result in disqualification.)

1. High school transcript with indication of class rank as of the last class period. Transcript shall be an **official** document and marked as such. (If a transcript for the fall quarter/semester is not available on time to meet deadlines, a letter from an appropriate official of the institution, on the institution’s letterhead with the institution’s seal affixed, indicating the student’s class rank of the first quarter/semester of the current academic year will be acceptable.)

1. Post-secondary transcript(s) for all course work completed as of the last grading period. Transcript(s) shall be an official document and marked as such.

1. One-page essay on **“Why I Am Choosing an Office-Related Career or Vocation”** (Form 4).
2. Three (3) letters of recommendation from non-family or non-KIEOP members. Letters may be from school officials, teachers former or present employers, or others who should describe the student’s activities and leadership record, character, personality, initiative, drive, home background, and/or other factors supporting his/her candidacy. Letterhead stationery, where appropriate, is required. All materials shall be typed.

NOTE: Only application forms provided by KIEOP and marked KIEOP Student Scholarship may be used.

Application Forms and support materials become the property of KIEOP and will not be returned to the applicant. Neatness and accuracy will be considered. Regular paper (8 ½” by 11’’) is required for all additional attachments.

Failure to submit all requested information, to follow all guidelines and to send requested copies of application and support materials will result in disqualification. No exceptions will be made.

### SELECTION CRITERIA/PROCEDURE

1. Award is based on the following criteria for selection:

Scholastic Record ..................................................................................... 40%

Financial Need.......................................................................................... 30%

Recommendations .................................................................................... 10%

One-Page Essay ........................................................................................ 10%

Activities/School/Extra Curriculum ......................................................... 10%

1. A panel of impartial judges will determine the award.

1. KIEOP will notify its scholarship winner by January 11, 2019. The winner of the $1,000 scholarship will then become KIEOP’s candidate to be submitted for the Illinois Association of Educational Office Professionals Student Scholarships. IAEOP may award more than one scholarship depending on funds available – the amount of $1,000 or $500. KIEOP’s candidate will be asked to duplicate all information submitted for their application on the state forms and have them back to KIEOP by January 25, 2019 to be submitted to the state. If the applicant wins on the state level, they can possibly be submitted for an additional $1,000 on the national level.

### AWARD DISBURSEMENT

KIEOP will provide a direct disbursement (for tuition, books fees and other expenses) to the institution upon receipt of registrar’s official notification of enrollment of the awardee in an institution of higher education.

If guidelines of the KIEOP Scholarship are not met, it is understood that IAEOP reserves the right to withdraw the scholarship award and present it to the runner-up.

Submit original application and three (3) copies of the completed application forms and attachments.

APPLICATION MUST BE POSTMARKED NO LATER THAN **December 28, 2018 AND MAILED TO:**

## KIEOP Student Scholarship

## Attn: Gloria Kennedy

369 N. Fifth Ave.

Kankakee, Il 60901

## Kankakee-Iroquois Educational Office Professionals

APPLICATION - **Form 2**

1. Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Middle Last

1. Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City & State Zip

1. Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender \_\_\_\_

1. Date of Birth (Month/Day/Year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthplace (City/State) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name & Address of high school or college now attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach a high school transcript/class rank, GED, or college transcript from last grading period.)

1. Graduation date from high school or college \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If a high school senior, list in order of preference three colleges, universities, or business schools to which you have formally applied for admission. (Name & Address of Educational Institution)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Accepted\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Accepted\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Accepted\_\_\_\_\_\_\_

1. List school extracurricular activities including athletics music, etc., and offices held. (If more space is needed, attach another sheet.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Academic Awards or honors.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Form 2**

1. List your community activities (non-school) including all offices held.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you worked part-time during your school career? If so list.

 Where Employed Primary Responsibility Dates

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Kankakee-Iroquois Educational Office Professionals

BIOGRAPHICAL INFORMATION - **Form 3**

1. Applicant’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Father’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Father’s Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Mother’s Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Father’s Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother’s Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Number of parents’ dependents (not including you) and their ages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are any dependents attending college? \_\_\_\_\_\_\_\_\_\_ How many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is your chosen major? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What is your career objective? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will your parents assist you financially in continuing your education? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will you have any other assistance (social security benefits, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you received any other scholarships? If so, list \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form 3**

1. How much anticipated annual assistance do you feel you will need to continue your education after graduating from high school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please check the range of your family’s annual income:

 \_\_\_\_\_ below $15,000 \_\_\_\_\_ $25,000 - $29,999 \_\_\_\_\_ $40,000 - $44,999

 \_\_\_\_\_ $15,000 - $19,999 \_\_\_\_\_ $30,000 - $34,999 \_\_\_\_\_ $45,000 - $49,999

 \_\_\_\_\_ $20,000 - $24,999 \_\_\_\_\_ $35,000 - $39,999 \_\_\_\_\_ $50,000 & Above

1. List any other family income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List any other family/financial/personal adversity circumstances which should be considered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the above information is true and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Applicant Date

**Kankakee-Iroquois Educational Office Professionals**

ESSAY - **Form 4**

(Please type. Essay should be 500 words or less)

**“WHY I AM CHOOSING AN OFFICE-RELATED CAREER OR VOCATION”**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Signature of Applicant Date