

Riverside County Association of Educational Office Professionals



Scholarship Guidelines

1. The selection of a scholarship winner will be based upon the following:
 - Need for assistance
 - Scholastic achievement
 - Initiative
 - Extra-curricular activities
 - Quality and completeness of application materials
2. To qualify, applicant must:
 - Be at least a graduating high school senior or equivalent
 - Have maintained a "C" average or better in high school
 - Have applied for admission to a post-high school accredited institution and plan to enter the term following the granting of the scholarship
 - Be a United States citizen and a resident of Riverside County

If the recipient is unable to attend a post-high school institution during the term following the granting of the award, and so notifies RCAEOP, the award may be held over for one school year. At that time, the recipient must provide proof of registration at an accredited institution. If the award is not claimed during the school year following the granting of a scholarship, or the year after, it will be returned to the scholarship fund.

3. A candidate (graduating high school senior) must:
 - Complete an application form
 - Attached a one page biographical essay on "Why I Am Choosing the Career of _____".
 - Submit three letters of recommendation: (a) from a principal, counselor or other school administrator describing the candidates activities, leadership record, character, personality, initiative, and home background; (b) from a teacher; (c) from someone other than an RCAEOP or family member.
4. Mail all items listed in #3 and an official high school transcript (high school or college for higher education applicants) to the address show below. HIGH SCHOOL TRANSCRIPTS MUST INDICATE CLASS RANK, PREFERABLY UPPER THIRD OF CLASS AS OF JUNIOR YEAR; COLLEGE TRANSCRIPTS MUST SHOW CUMULATIVE GPA.

Debbie Hansen
RCAEOP Scholarship/Awards Chairperson
Hemet Unified School District
1791 West Acacia Avenue
Hemet, CA 92545
951.765.100, ext. 4100

5. All complete applications must be received or postmarked no later than Friday, February 10, 2017

Any questions relative to the scholarship, application, or information required should be directed to Debbie Hansen. The RCAEOP Scholarship/Awards Committee will notify all candidates by April 10, 2017.

RCAEOP SCHOLARSHIP APPLICATION

Please read the application guidelines prior to completing the information requested. For additional space, use an 8.5"x11" sheet of paper and attach. Type or print clearly.

The Riverside County Association of Educational Office Professionals Scholarships will be awarded to graduating high school seniors who plan to continue their education with an accredited institution.

A transcript of all course work completed to date, which shows the class rank at the end of the junior year and is verified by the registrar or counselor of your school must be included with this application.

Applicant's Name _____ Age _____
 First Middle Last

Address _____
 Number Street City Zip County

Home Phone _____ Cell Phone _____

Name of Father/Guardian _____

Address _____ Occupation _____

Employed By _____ Annual Salary \$ _____

Name of Mother/Guardian _____

Address _____ Occupation _____

Employed By _____ Annual Salary \$ _____

Number of Children Living at Home _____ Number of Children Attending College _____

Application's Proposed Occupation _____

List in order of preference 3 colleges, universities, or trade schools where you have formally applied for admission:

Name of Institution	Address	Accepted Yes/No
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please state the reason(s) why you need financial assistance:

List school and community extra-curricular activities including athletics, music, or any office held:

List academic awards and/or honors received:

Please use this space to record additional information you feel would be of interest to the scholarship committee:

CERTIFICATION

I, the undersigned, hereby make application for one of the RCAEOP Scholarships and certify that:

1. All the information submitted is true and correct.
2. I will use any funds received fro RCAEOP only for the purpose of paying expenses for my college education.
3. I will notify RCAEOP immediately if there should be any interruption in my plans for continuing my education this coming year.

Applicant's Signature

Date

Return to:

Debbie Hansen, Hemet Unified School District, 1791 West Acacia Ave., Hemet, CA 92545