

Nebraska Educational Office Professionals Association Student Scholarship Guidelines

The members of the Nebraska Educational Office Professionals Association (NEOPA) annually award a scholarship to a qualifying graduating student who has completed a major course of study in the area of Business Education in a Nebraska high school or may currently be pursuing such a course of study in a post-secondary institution of higher learning.

Guidelines for awarding this scholarship will comply with the requirements for the Marion T. Wood (MTW) Student Scholarship awarded nationally so that the recipient will be Nebraska's entry for the MTW Student Scholarship. In the event that a local association has already submitted this recipient's name, the alternate will be NEOPA's candidate for the MTW Student Scholarship.

Eligibility

- ❖ Graduation from a Nebraska high school or its equivalent, i.e. GED.
- ❖ Completion of two or more business education courses (four semesters) from among the following: computer classes, keyboarding, typing, shorthand, accounting, office practices and procedures, and/or bookkeeping.

Application Process

The candidate must complete the application and the biographical information form provided by NEOPA. **The application must be keyboard generated.**

If a **Graduating High School Senior**, the application must include:

- ❖ A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation".
- ❖ Three (3) letters of recommendation:
 - One from a principal, counselor or other administrator which describes the student's character, personality, initiative, and home background
 - One from a business education teacher
 - One from a non-family, non-educational office professional member.
- ❖ An official high school transcript indicating class rank at the end of the junior year.

If a **Higher Education Student**, the application must include:

- ❖ A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation".
- ❖ Three letters of recommendation:
 - One from an advisor or counselor who can describe the student's activities/leadership record and the student's character, personality, and initiative
 - One from a former teacher or former/present employer
 - One from a non-family, non-educational office professional member
- ❖ An official college transcript.

Applications for this award must be postmarked by **January 15, 2010**.

Submit the original and two (2) photocopies of the application and support material. Materials will not be returned.

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Scholarship Determination Process

Award of the scholarship is based upon academic achievement, financial need and initiative of the student.

The scholarship amount will be determined according to available funds and will be awarded annually in the spring. It will be awarded in the amount of \$1000.00 for the 2009-2010 school year. The applicant must have applied for admission to a higher education institution. The course of study will prepare him/her to enter an office-related profession, preferably in the field of education. If the recipient is unable to enroll in an institution of higher education by the fall term of the year he/she is selected, the scholarship will be deemed forfeited and the award will be given to the alternate. All applications will be kept until enrollment of the recipient has been verified.

Judges selected by the NEOPA Scholarship Committee will determine the award winner and the alternate. The recipient's school will be notified prior to the school's awards assembly and the recipient will be invited to the Spring Conference where the NEOPA Scholarship Certificate will be presented.

Two payments of \$500.00 will be made by check, one per semester, to the institution verifying the recipient's enrollment. It is the responsibility of the recipient to submit the required information to the NEOPA President for payment.

**Nebraska Educational Office Professionals Association
Scholarship Application – Must be keyboard generated**

Full Name _____
First _____ Middle _____ Last _____

Home Address _____ Telephone _____
Street _____ City _____ State _____ Zip _____

Email Address _____ Date of Birth _____ Female ___ Male ___

Name and address of high school or college you now attend _____

Graduation date from high school/college _____

List in order of preference three colleges, universities or business schools where you have formally applied for admission or the institution where you are presently enrolled.

	Accepted	
	YES	NO
1. _____	___	___
2. _____	___	___
3. _____	___	___

List any extra-curricular school activities including athletics, music, and any offices held.

Academic awards or honors _____

List any community activities (non-school) including offices held.

Have you worked part-time during your school career? If so, list:

<u>Where Employed</u>	<u>Primary Responsibility</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____

**Nebraska Educational Office Professionals Association
Biographical Information – Must be keyboard generated**

Applicant's Name _____

Father's Name _____ Mother's Name _____

Father's Address _____
City State Zip

Mother's Address _____
City State Zip

Father's Occupation _____ Mother's Occupation _____

Stepparent/Guardian/Spouse's Name, if applicable _____

Number of dependent brothers/sisters and their ages _____

Will your parent/s assist you financially in continuing your education? _____

How much additional assistance do you feel you will need to continue your education after graduation from high school or to continue in college? _____

What is your chosen major? _____

What are your career plans? _____

Please check the range of your family's income.

Below \$15,000 \$20,000-\$24,999 \$30,000-\$34,999 \$40,000-\$44,999

\$15,000-\$19,999 \$25,000-\$29,999 \$35,000-\$39,999 \$45,000-\$49,999

\$50,000 or above

List any other family/financial circumstances that should be considered. _____

I, the applicant, certify that the above information is true and correct.

Signature of Applicant

Date

Return application, support materials and two photocopies of all to:

**Amy Chandler, NEOPA Scholarship Director
6400 SW 25th Street
Lincoln, NE 68523**

Postmark Deadline: January 15, 2010