

## **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 2010-2011 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  
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**