

# ANNOUNCING

**Richland County Association of  
Educational Office Professionals**

RCAEOP



**BE THE ESSENTIAL PIECE!**

## **STUDENT SCHOLARSHIP OPPORTUNITIES**

Provided to assist students who wish to pursue higher education.

The 2020 scholarships are valued at \$500.

**Please read carefully and follow the accompanying GUIDELINES.**

**Application and accompanying materials must be postmarked  
by **March 16, 2020** and mailed to:**

**Rachel C. Phelps, CEOE  
RCAEOP Scholarship Chairperson  
Waverley Admin. Center  
1225 Oak Street  
Columbia, SC 29204**

**If you have any questions, please call or email:**

**Mrs. Phelps  
(803) 231-7459  
Rachel.Phelps@richlandone.org**

**Richland County Association of Educational Office Professionals**  
**STUDENT SCHOLARSHIP**  
**2020 GUIDELINES**

The RCAEOP Student Scholarships were established to assist students who wish to pursue higher education. All 2020 scholarships are valued at \$500.

**CRITERIA**

- Need for financial assistance
- Scholastic achievement
- Written Essay
- Extracurricular Activities/Community Service Activities

**ELIGIBILITY**

- Applicant must be a graduating high school senior in Richland School District One or Richland School District Two or currently pursuing a 2 or 4-year degree at an accredited institution of higher learning in the State of South Carolina.
- Applicant must have maintained a grade point average of 2.0 or better.
- Applicant must either currently be enrolled in or plan to enter a post-high school accredited institution in the fall term following the granting of the scholarship.
- Applicant must intend to continue his/her education at an accredited college, university, vocational or technical institution.
- Applicant must be a United States citizen and a resident of South Carolina.

**APPLICATION PROCESS**

Applicant must complete a RCAEOP Scholarship Application and Biographical Information Form. The following items must accompany your application/biographical information form:

- Official copy of high school/college transcript. High school transcript must indicate class rank.
- Completed one-page essay on "Why I think higher education is important to me."
- Three letters of recommendation –
  - From a principal, counselor, advisor, or other school administrator;
  - From a teacher or professor;
  - From another adult (RCAEOP and family members are exempt).

Submit these items to the RCAEOP scholarship committee at the address listed below. Application materials must be **POSTMARKED BY March 16, 2020**.

**SELECTION CRITERIA/PROCEDURE**

- The RCAEOP Scholarship Committee will select a panel of judges to review the applications.
- All applicants will be notified immediately after the decision is made (judges' decision is final).
- A certificate of scholarship will be presented to the recipient at the RCAEOP Gala scheduled for May 7, 2020.
- A check will be issued to the recipient upon receipt of notification from an accredited school certifying that the recipient is registered for the fall term.

| JUDGING CRITERIA                             |      |
|--|------|
| Need for Financial Assistance                | 25 % |
| Scholastic Achievement                       | 25 % |
| Written Essay                                | 25 % |
| Extracurricular/Community Service Activities | 25 % |

Application and accompanying materials must be **postmarked by March 16, 2020** and mailed to:

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**RCAEOP Scholarship Chairperson**  
**Waverley Administration Center**  
**1225 Oak Street - Columbia, SC 29204**

*Richland County Association of Educational Office Professionals*  
**2020 STUDENT SCHOLARSHIP APPLICATION**

Name of Applicant \_\_\_\_\_  
First Middle Last

Home Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Street City Zip

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_

High School/College Presently Attending: \_\_\_\_\_

List school extracurricular activities, including athletics, music, etc., and offices held:

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

List your community activities (non-school) including all offices held: \_\_\_\_\_

\_\_\_\_\_

List in order of preference three colleges, universities, vocational or technical schools where you have formally applied or plan to apply for admission or continue attendance:

| Name of Educational Institution | Address | Accepted |       |
|---------------------------------|---------|----------|-------|
|                                 |         | Yes      | No    |
| _____                           | _____   | _____    | _____ |
| _____                           | _____   | _____    | _____ |
| _____                           | _____   | _____    | _____ |

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

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

I certify the above is true and correct. I will use any funds received from RCAEOP only for the purpose of paying expenses for my college education and I will notify RCAEOP immediately if there should be any change in my plans for continuing my education this coming year.

\_\_\_\_\_  
Signature of Applicant Date

**(Don't forget to complete the Biographical Information Sheet on Next Page)**

*Richland County Association of Educational Office Professionals*  
**2020 STUDENT SCHOLARSHIP APPLICATION**  
**BIOGRAPHICAL INFORMATION SHEET**

Name of Applicant \_\_\_\_\_  
First Middle Last

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Father's Address \_\_\_\_\_  
Street City Zip

Mother's Address \_\_\_\_\_  
Street City Zip

Father's Occupation \_\_\_\_\_ Mother's Occupation \_\_\_\_\_

Number of parents' dependents (not including you) and their ages: \_\_\_\_\_

\_\_\_\_\_

Number of dependent siblings/parents also attending college: \_\_\_\_\_

What is your chosen major? \_\_\_\_\_

What are your career plans? \_\_\_\_\_

\_\_\_\_\_

Please check the range of your family's income:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Below \$25,000      | <input type="checkbox"/> \$45,000 - \$54,999 | <input type="checkbox"/> \$75,000 - \$84,999 |
| <input type="checkbox"/> \$25,000 - \$34,999 | <input type="checkbox"/> \$55,000 - \$64,999 | <input type="checkbox"/> \$85,000 - \$94,999 |
| <input type="checkbox"/> \$35,000 - \$44,999 | <input type="checkbox"/> \$65,000 - \$74,999 | <input type="checkbox"/> \$95,000 and 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

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**2020 STUDENT SCHOLARSHIP APPLICATION**  
**ESSAY**

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

**“WHY HIGHER EDUCATION IS IMPORTANT TO ME”**

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Signature of Applicant

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Date