



P.E.O. SCHOLAR AWARDS

Application Instructions

Applicant ID# 1137

Congratulations!

You have been nominated by a local P.E.O. chapter for consideration for a P.E.O. Scholar Award. At their request, these application materials are being emailed to you. Please read all instructions carefully as you prepare this application package. Should you decide not to apply, please notify us as early as possible.

The materials sent to you are in PDF fill and print format. If you cannot access the forms, please notify us immediately. Forms are to be completed, printed and mailed, along with all support papers, in one packet to: P.E.O. Scholar Awards, P.E.O. Executive Office, 3700 Grand Avenue, Des Moines, IA 50312-2899 by the date assigned to you in the accompanying email. Please make sure that the packet is postmarked no later than that date.

Applications that are not submitted by the given deadline or do not arrive in one package, as described, will be ineligible for consideration. It is your responsibility to ensure that the application is complete and on time.

General Information

The P.E.O. Sisterhood is a philanthropic and educational organization interested in bringing to women increased opportunities for higher education. Founded in 1869 on the campus of Iowa Wesleyan College, Mount Pleasant, Iowa, the organization has grown to its current membership of more than 246,000 women in the United States and Canada.

In 1907, P.E.O. established its first educational philanthropy, the P.E.O. Educational Loan Fund, a revolving loan fund to lend money to worthy women students to assist them in securing a higher education. Currently, there are five additional P.E.O. educational philanthropies. Cottey College, a fully accredited, two-year liberal arts college for women at Nevada, Missouri, has been owned and supported by P.E.O. since 1927. The P.E.O. International Peace Scholarship Fund, in operation since 1949, provides scholarships for international women students to pursue graduate study in the United States and Canada. The P.E.O. Program for Continuing Education, established in 1973, provides need-based grants to women in the United States and Canada whose education has been interrupted and who find it necessary to return to school to support themselves and/or their families. The P.E.O. Scholar Awards, authorized in 1991, provides merit-based awards to women of the United States and Canada who are either pursuing a doctoral level degree or are engaged in postdoctoral research. The P.E.O. STAR Scholarship, established in 2009, provides merit-based scholarships for women graduating from high school.

The P.E.O. educational philanthropies are financed by P.E.O. chapters and individual P.E.O. members. Each is individually administered by its own board of trustees, appointed by the executive board of International Chapter.

Eligibility

An applicant for a P.E.O. Scholar Award is required to be nominated by a local P.E.O. chapter and to be a citizen of the United States or Canada at the time of nomination. She must also be enrolled full time in her program at an accredited college, university or institution.

At the time the award payment is made (August 1), she must be within two years of her graduation date and she must have at least one full academic year of work remaining to complete her doctoral level degree or postdoctoral research.

Selection Criteria

In selecting recipients of these competitive, merit based awards, the board of trustees for the P.E.O. Scholar Awards will evaluate each application using the following criteria. (Financial need is not a criterion):

- Scholarly excellence
- Academic achievements
- Career goals
- Recommendations
- Potential of applicant to make a significant contribution to her field
- Additional qualifications of applicant

Conditions of Acceptance

A recipient of a P.E.O. Scholar Award will be required to fulfill the following responsibilities:

- **Devote full time** to pursuing a doctoral level degree or postdoctoral research during the year of the award and to maintain a high level of scholarship; Scholars will be required to submit proof of full-time enrollment.
- Make no change in her field of study without notifying the P.E.O. Scholar Awards Board of Trustees;
- Submit brief narrative progress reports promptly at the end of each semester; failure to do so may result in forfeiture of the award;
- Honor, as schedule permits, reasonable requests to speak to gatherings of P.E.O. members;
- Use funds provided for necessary expenses incurred while pursuing a doctoral level degree or postdoctoral research;
- Provide a headshot photo per specifications, by July 1st.

Additional Policies

Award checks are made payable to the recipients, not to institutions.

The trustees do not provide written or oral evaluations of successful or unsuccessful applications. Applications and support papers become the sole property of P.E.O. Scholar Awards and will neither be returned nor held for another year.

Receipt of the completed application will be acknowledged by email.

Application Package

The proposal must be **typed**.

All parts of the completed application must be sent (postmarked) by the date assigned to the applicant.

The following items constitute a complete application. If any item is missing, the application will be considered incomplete and will not be considered by the Board of Trustees.

1. Application Cover Sheet

Personal Information
Names of Recommenders
Higher Education History

2. Scholar Awards Application

(Do not enclose your CV. It will not be forwarded for review. Only information submitted on the Scholar Award Application in the space provided will be evaluated.)

Part 1: Background Information
Part 2: Academic Program and Career Goals
Part 3: Use of the Award
(In general – no budget needed.)
Part 4: Proposal

3. Applicant Certification

4. Transcripts or other official evidence of academic record from:

- a. all institutions from which a degree, certificate, or diploma has been received (starting with bachelor's degrees)
- b. current program (Note: Please notify the Scholar Awards office if your transcripts are being sent electronically.)

5. Three Letters of Recommendation (in sealed, signed envelopes) from professors or advisers who are well acquainted with your academic program and can provide specific information regarding your qualifications for this award.

Mail the application package to:
P.E.O. Scholar Awards, P.E.O. Executive Office,
3700 Grand Avenue, Des Moines, IA 50312-2899.

(Put your name and return address on the outside of the envelope.)

Calendar

May 1 — Notification of awards will be sent to all applicants and their nominating chapters.

June 1 — Postmark deadline for acceptance form to be mailed to the office, for those who receive awards.

July 1 — Headshot Photo is due.

After **July 1** — Confirmation of enrollment/research is due.

August 1 — First award payment will be mailed to recipients (if confirmation of full time enrollment/research has been received.) If confirmation has not been received by September 30, the award is null & void.

January 31 — First progress report is due.

February 1 — Final award payment will be sent (if progress report has been received).

June 30 — Final progress report is due.

NOTE

As a courtesy, please inform both the chapter that nominated you and the P.E.O. Scholar Awards office should you decide not to complete this application.

P.E.O. SCHOLAR AWARDS

P.E.O. Executive Office
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Des Moines, Iowa 50312-2899
515-255-3153
psa@peodsm.org