



Pat Fessel Scholarship – Chapter AX

APPLICANTS CHECKLIST 2019-2020

GENERAL INSTRUCTIONS:

These instructions and checklist are for your use with scholarship applications and should be mailed with the application. Select applicants carefully considering financial need, academic ability and seriousness of purpose.

Submit application materials in order listed below.

- o Scholarship Application
 - o Activities Chart
 - o Applicant’s Essay
 - o Income and Expense Statement
 - o Letter of Recommendation
 - o College Transcripts and High School Diploma from Baker County High School
- The application packet should be sent by regular U.S. Mail; you may always use “Flat Rate Priority Mail” which includes a tracking number or “Delivery Confirmation”.
 - Send completed application packet to Dorothy Mason, Chapter AX Education Committee Chair, PO BOX 446 Baker City OR 97814
 - The packet must be postmarked on, or prior to, applicable due date: April 15, 2019

Please Note: Only completed applications postmarked by the deadline will be evaluated. Additional time will not be given to provide missing documentation.

NAME OF APPLICANT: _____

CHECKLIST FOR APPLICANT

1. **Scholarship Application:**

The application must be complete, signed and dated.

2. **P.E.O. Scholarship Activities Chart:**

The applicant may use the template provided or create her own form using the same format. Please limit the listing to three activities in the past five years in each section. Be specific; it is important to describe your responsibilities and/or recognition received, beginning with the most recent experience and including at least the last five years.

3. **Applicant's Essay:**

The applicant must compose and submit a 300-500-word essay with pertinent information including factors and challenges that have influenced your life, reasons for choosing your educational focus, educational goals, career plans and financial need. Your essay must be typed. You must clearly print your name, sign and dated it.

4. **Income and Expense Statement:**

A. The entire form must be complete and accurate. A zero or N/A should be entered when an item does not apply to the applicant. Check arithmetic for accuracy.

B. *Monthly Income:* Applicant's monthly income should be relative to the term(s) or semester(s) for which the scholarship is requested. If 2019-2020 scholarship and grant amounts are unconfirmed and the applicant expects to receive award amounts similar to those received the previous year, the applicant may enter these estimates as monthly income with the notation "pending". The amount entered in #1 represents the applicant's total monthly income.

C. *Additional Information:* List other sources of financial support. Students who have completed the FAFSA (Free Application for Federal Student Aid) will have an EFC (Expected Family Contribution) as calculated according to a Federal formula. More information is available at www.studentaid.ed.gov or the applicant may check with her institution's financial aid office.

D. *Monthly Living Expense:* Applicant's monthly living expenses should be relative to the term(s) or semesters(s) for which the scholarship is requested. The amount entered in "A" represents the applicant's total monthly living expense.

E. *Educational Expense Per Term:* Education expenses are listed for the term or semester and then divided by the number of months in a term or semester (divide by 3 for terms, divide by 4.5 for semesters.) The amount entered in "B" represents the applicant's total monthly education expense.

F. *Total Monthly Expense:* Enter the amount from "A" Total Monthly Living Expense plus "B" Total Monthly Educational Expense.

G. *Difference Between Monthly Income and Monthly Expense:* This final amount is the difference between monthly income (Line #1) and monthly expense (Line #2). In other words, subtract Line #2 from Line #1. The difference may be a negative amount.

H. An additional page may be added if any further explanation of resources is needed.

5. **Letter of Recommendation:**

One current letter of recommendation must be included with every application packet. Regardless of who writes the letter on behalf of the applicant, it must be signed and dated with the title or other identification of the writer and on official letterhead, when possible.

If applicant is currently enrolled in studies or has been enrolled in the past year, this letter must be an academic letter of recommendation. If the applicant is an online student with no direct contact with professors or instructors, a letter from the applicant's academic adviser is acceptable.

If the applicant is not currently enrolled or has not been enrolled in studies in the past 12 months, a letter of recommendation from an employer or other non-relative may be submitted. The relationship between the individual writing the letter and the applicant must be clearly identified (for example: Employer, church pastor, etc.)

6. **Transcript:**

A minimum 2.5 GPA is required.

The applicant must include her most recent transcript which includes grades and cumulative GPA. If the term has not ended, she must also include a list of current courses and credit hours. Web downloaded transcripts are acceptable.

If applicant is entering freshman year, a high school transcript is required.

7. **High School Diploma from Baker County High School:** Copy of diploma must be included

