

Seattle Association of Educational Office Professionals



TO: Seattle Public School Graduating Seniors Class of 2019

FROM: Sandra Warner and Teresa Olmsted, Scholarship Chairs
Sand Point Elementary (ES-269), Olympic View Elementary (EL-262)

RE: SAEOP Scholarship Application Information

Enclosed is an application form for the annual Seattle Association of Educational Office Professionals (SAEOP) Scholarship. This year we are proud to continue the tradition of awarding one (1) One thousand-dollar (\$1000) scholarship.

We are seeking all interested and qualified Seattle Public High School graduating senior students (class of 2019) who wish to continue their education at a 2-year, 4-year college or vocational school. Please keep in mind throughout the application process that this is not a need-based scholarship.

The deadline for returning applications is **Friday, April 5, 2019**. Completed scholarship application packages should be sent to:

Mail: Sandra Warner
Sand Point Elementary
6208 60th Ave NE
Seattle WA 98115.

Or through inter-district school mail at:
Sandra Warner
SAEOP Scholarship Chair
Sand Point Elementary
MS: ES-269.

The winning scholarship recipient will be expected to provide the higher institution name/contact information to issue a check on behalf of the student to said institution. This information must be provided by June 28, 2019. If the information is not received by June 28, 2019, the scholarship will be forfeited and granted to the next qualified candidate.

If you have any questions or need further clarification, please feel free to call Sandra Warner at (206) 252-4640 or email at sjwarner@seattleschools.org

Scholarship packets are also available online at www.seattlewea.org. Click on the link on the bottom of the page that says SAEOP Thank you..



SCHOLARSHIP APPLICATION FORM

Application must be **typed** to be considered (including this page).

1. **Full Name:** _____
Last First Middle

2. **Home Address:** _____

City State Zip Code

3. Name of SAEOP Member you are related to (if applicable): _____

4. Contact Information: **Cell Number:** _____

5. **Email:** _____

6. Name of three higher educational institutions you have applied to:

Name of Institute: _____

Address: _____

Name of Institute: _____

Address: _____

Name of Institute: _____

Address: _____



Judging Criteria:

Applicants will be judged on neatness, spelling, punctuation, grammar, clarity of thought, and completeness of application. Please remember this is not a need-based scholarship.

Applications must be postmarked by Friday April 5, 2019. Late applications will not be considered.

Essay:

- In an essay of 300 words, answer the following question:

Describe how your most meaningful achievement relates to your field of study and future goals.

Or:

What special attribute or accomplishment sets you apart from the other students and makes you a good candidate for this scholarship.

Include the word count at the end of your essay.

FACULTY RECOMMENDATION FORM

Candidate Name: _____

I recommend this student for the Seattle Educational Office Professional Scholarship on the basis of:
(Please list attributes)

- ☐ School activities:

- ❑ Classroom work, attitude, etc.:

- ❑ Student's character:

Signature of Faculty
Date

Print Name _____

Name and Address of High School



COUNSELORS RECOMMENDATION FORM

Candidate Name_____

**I recommend this student for the Seattle Educational Office Professional Scholarship based on:
(Please list attributes)**

☐ **School activities:**

☐ **Classroom work, attitude, etc.:**

☐ **Student's character:**

Signature of Counselor/Dean Date

Signature of Principal Date

Name and Address of High School



Scholarship Application Checklist

- ☐ **Application Form**
- ☐ **Official Transcript**
- ☐ **Essay**
- ☐ **Counselors Recommendation form or letter of recommendation**
- ☐ **Faculty Recommendation form or letter of recommendation**

Application packet must be typed and postmarked by **Friday, April 5, 2019** to be considered.

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