

ALABAMA ASSOCIATION OF SCHOOL OFFICE PERSONNEL
SCHOLARSHIP COMMITTEE
2013-2014

TO: Superintendents, Counselors, and B.E. Instructors
FROM: Yolanda Grace, Scholarship Committee Chairperson
SUBJECT: ALABAMA ASSOCIATION OF SCHOOL OFFICE PERSONNEL
(AASOP) SCHOLARSHIP (HIGH SCHOOL AND AASOP MEMBERS)

This year, the Alabama Association of School Office Personnel will award up to four (4) \$1,000.00 scholarships to students pursuing a degree from the college of business of K-12 education. Listed below are specific rules and regulations concerning these scholarships. Each applicant should furnish ALL requested information. This information will be kept confidential. The recipients will be notified no later than May 2, 2014. The completed application must be received by **March 31, 2014.**

Please Mail to: Yolanda Grace
3165 Reeves Street 334-794-1436
Dothan, AL 36303 yograce@dothan.k12.al.us

RULES AND REGULATIONS

1. Scholarships will be given to high school graduates (or graduating seniors) who desire to pursue a degree from the college of business or a degree in K-12 education at an accredited Alabama school, college or university. The student's parent does not have to be a AASOP member to apply.
2. A scholarship may be given to an AASOP member who is pursuing a degree from the college of business or K-12 education. If no qualifying applications are received from members, then this scholarship may be awarded to eligible applications. Of the scholarships awarded, the Georgia P Gallis scholarship is to be designated for the child of an AASOP member, If no applications are received from children of AASOP members, the scholarship will be awarded to an eligible applicant.
3. The scholarships will be awarded on the basis of scholastic record and financial need.
4. A previous recipient may re-apply for a scholarship.
5. Scholarship money will be paid directly to the school upon certification of enrollment. This certification must be received prior to November 1 in the year awarded.

TASKS TO BE COMPLETED BEFORE APPLICATION CAN BE PROCESSED.

1. Plan to enroll in the college of business or K-12 education.
2. Complete all items on the application.
3. Attach a recent photograph (optional).
4. Attach a personal letter stating your financial need for the scholarship.
5. Attach a transcript of your school grades through the first semester of the current school year, with the grade point average listed. This is not necessary for AASOP members applying for the scholarship if they are not currently enrolled in college.
6. Attach one letter from each of the three references listed on your applications.

**APPLICATIONS WILL NOT BE CONSIDERED UNLESS ALL INFORMATION IS ENCLOSED.
APPLICATION MUST BE RECEIVED BY MARCH 31, 2014.**

**2013-2014
SCHOLARSHIP APPLICATION
ALABAMA ASSOCIATION OF SCHOOL OFFICE PERSONNEL**

NAME _____
(Last Name) (First Name) (Middle Initial)

ADDRESS _____
(Street) (City) (State) (ZIP + 4)

AASOP DISTRICT NUMBER _____ COUNTY _____

TELEPHONE - DAY () _____ - _____ TELEPHONE - NIGHT () _____ - _____

*FATHER'S NAME _____ OCCUPATION _____

*FATHER'S PLACE OF EMPLOYMENT _____ ANNUAL INCOME \$ _____

*MOTHER'S NAME _____ OCCUPATION _____

*MOTHER'S PLACE OF EMPLOYMENT _____ ANNUAL INCOME \$ _____

TOTAL HOUSEHOLD ANNUAL INCOME \$ _____

NUMBER OF ALL PEOPLE IN HOUSEHOLD _____

ARE ANY OTHER FAMILY MEMBERS ATTENDING COLLEGE? _____ IF YES, HOW MANY? _____

ARE YOU, YOUR SPOUSE, MOTHER OR FATHER A CURRENT MEMBER OF THE ALABAMA ASSOCIATION OF SCHOOL OFFICE PERSONNEL? _____ IF YES, LIST BELOW:

APPLICANT _____ MOTHER _____ FATHER _____ SPOUSE _____

NAME OF AASOP MEMBER _____

NAME OF BOARD OF EDUCATION EMPLOYING AASOP MEMBER _____

NAME OF SCHOOL EMPLOYING AASOP MEMBER _____

WORK PHONE NUMBER OF AASOP MEMBER () _____ - _____ HOUSEHOLD ANNUAL INCOME \$ _____

NAME OF HIGH SCHOOL ATTENDING _____

GRADE POINT AVERAGE (4 POINT SCALE) _____ ACT OR SAT SCORE _____
(Convert to 4-point average, if necessary)

NAME OF COLLEGE/SCHOOL YOU PLAN TO ATTEND _____

*GUARDIAN NAME AND PLACE OF EMPLOYMENT IF APPLICABLE

ADDRESS OF COLLEGE/SCHOOL _____

CURRICULUM YOU PLAN TO PURSUE _____

LIST OTHER GRANTS OR SCHOLARSHIPS RECEIVED _____

LIST OTHER GRANTS OR SCHOLARSHIPS YOU MIGHT RECEIVE _____

WORK EXPERIENCE (BEGIN WITH PRESENT OR MOST RECENT EMPLOYER)

<u>EMPLOYER</u>	<u>ADDRESS</u>	<u>DATES OF EMPLOYMENT</u>	<u>ANNUAL WAGES EARNED</u>

LIST HONORS RECEIVED AND EXTRACURRICULAR ACTIVITIES _____

THREE REFERENCES ARE REQUIRED. ENCLOSE A LETTER FROM EACH REFERENCE. ONE SHOULD BE FROM SOMEONE IN YOUR SCHOOL - PRINCIPAL, TEACHER, COUNSELOR; THE OTHER TWO MAY BE FROM YOUR PASTOR, CHURCH LEADER, EMPLOYER OR SOMEONE IN YOUR COMMUNITY. LIST THEIR NAMES, ADDRESSES AND OCCUPATIONS BELOW:

	<u>NAME</u>	<u>ADDRESS</u>	<u>OCCUPATION</u>
1.			
2.			
3.			

ATTACH ADDITIONAL PAGES IF NEEDED.
THIS FORM IS FOR THE 2013-2014 SCHOOL YEAR AND IS DUE BY MARCH 31, 2014.

TASKS TO BE COMPLETED BEFORE APPLICATION CAN BE PROCESSED:

1. PLAN TO ENROLL IN THE COLLEGE OF BUSINESS OR K-12 EDUCATION.
2. COMPLETE ALL ITEMS ON THE APPLICATION. IF UNKNOWN OR NOT APPLICABLE, INDICATE UNKNOWN OR N/A.
3. ATTACH A RECENT PHOTOGRAPH. (OPTIONAL)
4. ATTACH A PERSONAL LETTER STATING YOUR FINANCIAL NEED FOR THE SCHOLARSHIP.
5. ATTACH A TRANSCRIPT OF YOUR SCHOOL GRADES THROUGH THE FIRST SEMESTER OF THE CURRENT SCHOOL YEAR, WITH THE GRADE POINT AVERAGE LISTED. NOT NECESSARY FOR AASOP MEMBERS APPLYING FOR SCHOLARSHIP WHO ARE NOT CURRENTLY ENROLLED IN COLLEGE.
6. ATTACH ONE LETTER FROM EACH OF THE THREE REFERENCES LISTED ON YOUR APPLICATION.

**APPLICATIONS WILL NOT BE CONSIDERED
UNLESS ALL REQUIRED INFORMATION IS PROVIDED.
(FILL IN EVERY BLANK)
DEADLINE: MUST BE RECEIVED BY MARCH 31, 2014**