



## Santa Barbara P.E.O. Chapter HD Memorial Scholarship

### 2024-2025 Application Instructions

*Women helping women reach for the stars*

Thank you for your interest in the Santa Barbara P.E.O. Chapter HD Memorial Scholarship. Please read the following instructions carefully, and note that the scholarship funds are for the upcoming school year.

Your completed application packet, including the FAFSA/SAR, must be postmarked **NO LATER THAN Tuesday, February 6, 2024.**

The scholarship application form and the personal narrative must be submitted in three (3) identical collated packets, one (1) original and two (2) copies. If the aforementioned documents are not received in triplicate, in three (3) collated packets, you will not be considered for this scholarship. The reference letters, personal and academic, can be included in triplicate or emailed to [ChapterHDPEOScholarship@gmail.com](mailto:ChapterHDPEOScholarship@gmail.com). In addition, one (1) copy of the transcripts from high school and/or colleges attended, **one (1) original, most current official transcript**, and one (1) FAFSA/SAR (all pages) is required.

#### DOCUMENTS TO BE SUBMITTED

Submit item 1-3 in three (3) identical collated packets.

1. The completed **scholarship application** form

- Original to be typed or printed legibly, plus two (2) copies
- **All** blanks **must** be filled in. If an item is not applicable, enter "NA"
- You must sign the original application, and the two (2) copies must show your signature.

2. A typed **personal narrative**, maximum 500 words, giving insight into you as a person.

- **Topic:** Tell about your educational goals, career objectives, and influences leading to your chosen career.
- Page format: Times New Roman font, size 12, 1½ spacing
- Write word count at the end of the narrative.

3. Two (2) letters or emails of reference: **one (1) current academic reference** (any academic personnel within the school setting) and **one (1) personal reference**.

- For the **academic reference** letter,
  - If the letter is **printed**, the letter must be dated and signed to include the author's name and title/position, such as teacher or counselor, at the school, with contact information. Printed letters must be submitted in triplicate: the signed, dated original plus two (2) copies. It must be included with the mailed packet.
  - If the letter is **emailed**, the letter must be dated and include the author's name and title/position. The person writing the academic reference must email it from **the author's** email account to: [ChapterHDPEOScholarship@gmail.com](mailto:ChapterHDPEOScholarship@gmail.com).
- The **personal reference** letter must include how the author knows you, insight into your character, how you relate to others, circumstances that reveal how you meet challenges and/or have contributed to your community in a unique way. A letter from outside the school setting is required, such as a coach, neighbor, leader in an organization to which you belong, or a long-time family friend.
  - Letters without a signature and current date are not acceptable.
- **Printed** letters must be submitted in triplicate – the signed, dated original plus two (2) copies. **Emailed** letters require only one copy, but must come **from the person writing the reference**, emailed to: [ChapterHDPEOScholarship@gmail.com](mailto:ChapterHDPEOScholarship@gmail.com).
- Letters from relatives are not acceptable.

4. One (1) copy of transcripts from high schools and/or colleges attended plus **one (1) original, most current, official school transcript** from the last school you attended or are attending.

5. One (1) copy of your 2024-2025 Free Application for Federal Student Aid (FAFSA) Student Aid Report (SAR), submission begun by February 18, 2024. Read important dates on the next page:

### Important dates:

- The 2024-2025 FAFSA\* is available at [fafsa.ed.gov](https://fafsa.ed.gov). The soft launch of the new form is in **January 2024** (check the website for exact date and details).
- The deadline to begin submission of FAFSA/SAR to the Scholarship Selection Committee: February 18, 2024 (5-7 business days after you have filed your FAFSA, you will receive an email stating that your Student Aid Report (SAR) is available.)

Please note: The FAFSA does not automatically send the Committee a copy of the FAFSA/SAR. **It is your responsibility to submit the SAR to us.** Your application will be considered incomplete until we receive your FAFSA/SAR. Your SAR must include your name and your Expected Family Contribution (EFC).

### START EARLY

- Request your supportive documents, transcripts and two references as soon as possible.
- The completed application packet, including all documents, must be postmarked on or before **February 6, 2024**.

### VERIFY THAT YOU HAVE ALL THE REQUIRED DOCUMENTS

- ☐ Completed APPLICATION – one (1) original and two (2) copies, no blanks, signed, dated
- ☐ **PERSONAL NARRATIVE** – one (1) original and two (2) copies
- ☐ One (1) **ACADEMIC REFERENCE LETTER** – one (1) original, signed and dated, and two (2) copies **or** one letter emailed by the academic reference.
- ☐ One (1) **PERSONAL REFERENCE LETTER** – one (1) original, signed and dated, and two (2) copies **or** one letter emailed by personal reference.
- ☐ Note: The above items must be in three (3) collated packets (with exception of emailed references).
- ☐ One (1) **OFFICIAL, ORIGINAL, CURRENT SCHOOL TRANSCRIPT** signed and dated by a school official (transcript downloaded from the internet is not acceptable) plus one (1) copy of transcripts from high schools and/or colleges attended.
- ☐ Your complete **FAFSA/SAR** – one (1) copy, postmarked **no later than February 6, 2024**.

**Important note:** *Incomplete* packets will *not* be considered. Be sure you include everything!

### MAIL YOUR APPLICATION PACKET

- The completed application form and all supporting documents must be mailed together in **ONE** envelope to:  
**P.E.O. Chapter HD Memorial Scholarship**  
**PO Box 6830**  
**Santa Barbara, CA, 93160**
- Include a return address on the envelope.
- The envelope must be postmarked on or before **Tuesday, February 6, 2024**.
- Packets received with incomplete forms or lacking any of the required material will not be considered.

### NOTIFICATION

Consideration of the applications and selection of recipients will be made by the Scholarship Selection Committee by April 2024. Finalists will be contacted to arrange an interview. Notification of the decision of the Committee will be sent to each applicant at the earliest possible date. Funds awarded are for the upcoming school year and will be distributed to the institution you will be attending after enrollment at the identified institution is officially confirmed.

### USES OF SCHOLARSHIP MONEY

Scholarship funds are to be used for educational expenses only. The money will be sent directly to the school of enrollment. Should you have any questions, you may contact the P.E.O. Scholarship Committee Chair by email:

[ChapterHDPEOScholarship@gmail.com](mailto:ChapterHDPEOScholarship@gmail.com)

**\*If you need assistance completing the FAFSA, help is available at the Scholarship Foundation of Santa Barbara (805-687-6065).**



## Santa Barbara P.E.O. Chapter HD Memorial Scholarship

### 2024-2025 Application

*Women helping women reach for the stars*

Name: \_\_\_\_\_

I am a female \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Present Address: \_\_\_\_\_  
street city state zip code

Permanent Address: \_\_\_\_\_  
street city state zip code

Phone Number: ( \_\_\_\_\_ ) - \_\_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

How did you hear about this scholarship? \_\_\_\_\_

Are you a member of the P.E.O. Sisterhood? \_\_\_\_\_ Chapter \_\_\_\_\_ State \_\_\_\_\_

Did a member of the P.E.O. Sisterhood refer you? \_\_\_\_\_ Chapter \_\_\_\_\_ State \_\_\_\_\_

Name and location of school(s) considering/attending for academic year 2024-2025:

*(If needed, an additional page may be attached.)*

Name of School/College	Location of School/College	Have applied, have been accepted or currently attending?

Anticipated number of units to carry each term (full-time required): \_\_\_\_\_

Academic status for fall term 2024-2025: Check one: \_\_\_ Freshman \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior

Major/Degree Objective: \_\_\_\_\_

Expected date of completion: \_\_\_\_\_

Career Goal: \_\_\_\_\_

#### Important!

An incomplete application will disqualify you from being considered for this scholarship. All information is subject to verification and will be held confidential. Part of the application packet must be collated in triplicate.

## Educational Background

List all high schools and/or colleges attended. List the most recent first. Please submit transcripts for all educational institutions attended.

Name & Location of School/College	Date Attended	GPA	Degree Received & Date

## Work Experience

**Employment** (If currently employed, list present employer first. If you have a resume, you may attach it.)

Title of Job/Employer	Supervisor	Dates Employed	Full or Part Time

## Community Service and Activities

**Community Service** (If needed, an additional page may be attached.)

Organization	Supervisor	Type of Service	Date Served

**Activities** (Extracurricular, sports, hobbies, church, other interests) (If needed, an additional page may be attached.)

Organization	Supervisor	Type of Activity	Date Served

## Honors and Awards

**Honors & Awards Received** (If needed, an additional page may be attached.)

Organization	Date Received	Award

**Previously Received Scholarships, Loans, & Grants** *(If needed, an additional page may be attached.)*

Organization	Date Received	Amount

**All Current Applications for Other Scholarships & Grants** *(If needed, an additional page may be attached.)*

Name of Scholarship/Grant	Date Received	Amount

**Certification**

I am a citizen or legal permanent resident of the United States or Canada:

Check one: \_\_\_\_ yes \_\_\_\_ no

If I receive a scholarship from the Santa Barbara P.E.O. Chapter HD Memorial Scholarship Fund, I give Chapter HD permission to release my name, photo, name of college, and my major for use on its web site, displays, and newsletters.

**I have read and understand the guidelines for this scholarship and hereby certify that all information on this application and supplemental material is true and accurate.**

I understand that my application will be deemed incomplete and not accepted unless it is signed.

Print Name \_\_\_\_\_

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