

IPS PROCEDURES AND POLICIES 2010-2011

PURPOSE

Believing that education is fundamental to world peace and understanding, members of the P.E.O. Sisterhood contribute funds for the purpose of providing scholarships for selected women from other countries for study in the United States and Canada.

I. PREREQUISITES FOR APPLICANTS

A. Entrance Classification and Confirmation of Admission

1. An applicant must be qualified for admission to full-time graduate study, working toward a graduate degree in the college or university she will attend.
2. A copy of the applicant's confirmation of admission must be received by the IPS office by April 1 in order to complete the application. This notice must specify the graduate degree program. No consideration will be given to applicants lacking evidence of admission.

B. Promise To Return

An applicant must submit a witnessed statement certifying that upon completion of her degree program she will return to her own country within 60 days, depending on her visa status. This statement must be signed by both applicant and witness. An applicant must notify the IPS office prior to graduation if accepted to Optional Practical Training (OPT). An applicant selected to receive a scholarship shall be required to agree to repay any scholarship moneys received if she fails to return to her own country upon completion of her terminal degree program.

C. Travel Expenses

The applicant must have round-trip or return travel expenses guaranteed. A travel form to this effect from the guarantor must be filed with the application.

D. Contact Person

The applicant must have a contact person who is a citizen of the United States or Canada and who lives in one of those two countries. The contact person will act as the student's nonacademic adviser and will help her in the event of a personal emergency. The contact person will know the address of the student at all times. This does not involve financial obligation.

E. Ineligibility

1. A student holding citizenship or permanent residency in the United States or Canada is ineligible.
2. Scholarships are not given for research, internships, or for practical training if not combined with coursework.
3. Scholarships are not awarded for travel.
4. In order to qualify for her first scholarship, an applicant must have a full year of coursework remaining and be enrolled and in residence for the entire school year.
5. Doctoral students who have completed coursework and are working on dissertations only are not eligible as first-time applicants.
6. Doctoral students in medicine or dentistry will be considered in the final two years of coursework, internship or residency.

F. Nondiscriminatory Basis

The applications of individuals who satisfy the prerequisites set forth in this section will be evaluated on a nondiscriminatory basis without consideration of race, national origin, religious affiliation, or disability.

G. Cottey College Applicants

(A.) Entrance Classification, (B.) Promise to Return and (C.) Travel Expenses do not apply to the applicant who enrolls at Cottey College, Nevada, Missouri. Cottey College is owned and operated by the P.E.O. Sisterhood. The applicant shall present evidence of admission to Cottey.

II. PROCEDURES FOR APPLICANTS

A. Application Material

1. Information concerning the International Peace Scholarship program is available from P.E.O. International Peace Scholarship Fund, P.E.O. Executive Office, 3700 Grand Avenue, Des Moines, Iowa 50312-2899 or by visiting www.peointernational.org.

2. Eligibility must be established before application material is sent to applicants. The eligibility material may be requested or downloaded from www.peointernational.org at any time, but the completed material will be accepted in the IPS office only after August 15 and before December 15.
3. Forms will be sent to Cottey College applicants after they have been admitted to Cottey and recommended by the Director of Admission.
4. All application material must be submitted in English. It must be either typed or printed legibly to be considered.

B. Filing Date

Completed application forms and all other material requested, except the confirmation of admission and income verification, must be received in one packet by the P.E.O. International Peace Scholarship Fund, P.E.O. Executive Office, 3700 Grand Avenue, Des Moines, Iowa 50312-2899. The application packet must be postmarked on or before January 31 of the year for which the scholarship is requested. Confirmation of admission and income verification must be received in this office by April 1.

III. GENERAL POLICIES FOR APPLICANTS

A. Initial and Renewal Applications

1. The application is made for a period not to exceed one year (two semesters and one summer session or equivalent).
2. Renewal applications may be made for additional scholarship assistance under the following regulations:
 - a. Students may request renewal forms after August 15. These completed forms, requesting assistance for the ensuing academic year, along with three (3) recommendation forms, must be postmarked on or before January 31. These items are to be sent in one packet.
 - b. A recipient is eligible to apply for one renewal of her scholarship until she receives her degree (or diploma from Cottey College). RESTRICTION: She may receive scholarship assistance for no more than two years. See "c." below.
 - c. A student who has received assistance for study at Cottey Junior College is eligible to apply for one more scholarship while in graduate school.

B. Maximum Amount of Scholarship

1. The maximum scholarship for one year (12 months) of study shall be \$10,000, based upon need (year runs from August to August).
2. The scholarships are given as GRANTS-IN-AID and are not intended to cover all academic or personal expenses. An applicant is required to show proof of adequate additional financial resources to meet her estimated expenses. Examples of "additional financial resources" are personal and family funds, tuition waivers, work scholarships, teaching assistantships, study grants, and other scholarships.

C. The Award

1. Announcement of awards is made in May. The amount of the scholarship will be divided into two payments to be distributed in August and December.
2. Scholarships to students studying in Canadian universities will be paid in Canadian dollars.
3. Scholarship funds may be used only for tuition, maintenance and incidental expenses, and only while in residence as a full-time student in the United States or Canada at the institution specified. Failure of a student to notify the board of trustees in advance of an extended absence from the campus or transfer to another institution may result in cancellation of her scholarship.
4. A doctoral student, with a renewal scholarship, working only on dissertation must be enrolled as a full-time student at the university, and being supervised by her academic adviser.
5. The scholarship funds may not be used for travel in the United States, Canada, or abroad and may not be used to pay past debts.
6. Scholarships cannot be deferred to another academic year.



P.E.O. International Peace Scholarship Fund

GENERAL INFORMATION

I. SCHOLARSHIP GIFTS

A. Gifts — Local and State Chapters and P.E.O. Groups

1. Scholarship gifts from local chapters or P.E.O. groups are remitted by treasurers of local chapters to treasurers of state chapters who remit such gifts monthly to the treasurer of International Chapter.
2. Gifts for Designated Awards must be received by the treasurer of International Chapter no later than March 1 of the year in which the designated recipient is named.

B. Gifts from Individuals

1. Scholarship gifts from individuals are deductible (see exception under B-4) by donors for federal income, estate and gift tax purposes, if such gifts are made payable either to: P.E.O. INTERNATIONAL PEACE SCHOLARSHIP FUND or to P.E.O. FOUNDATION, with notation on check or in letter "For IPS Fund."
2. Procedure for handling deductible scholarship gifts:
 - a. Individual gives check to treasurer of local chapter.
 - b. Treasurer of local chapter or P.E.O. group forwards check to treasurer of state, without endorsing check or posting in Local Chapter Treasurer's Book. On a separate page, notation may be made of date, amount, and name of donor.
 - c. If check is made payable to the P.E.O. International Peace Scholarship Fund or to the P.E.O. Foundation, the treasurer of the state chapter, without endorsing or posting, forwards check to the treasurer of International Chapter.
3. Sample forms for bequests are printed in Article XV of the Bylaws of International Chapter. Forms also may be secured from the Board of Trustees of the P.E.O. Foundation (see inside cover of The P.E.O. Record).
4. When deduction for scholarship gift is claimed by an individual, the U.S. Internal Revenue Code forbids the designation of recipients by donor.

C. Designated Awards

1. A gift of at least \$500 from an individual, a chapter, or a group of chapters may become a Designated Award.
2. This total gift of at least \$500 must be accompanied by a Designated Award Form, and must be received in the P.E.O. Executive Office by March 1st to be classified as a Designated Award. A Designated Award Form for this purpose should be obtained from the P.E.O. International Peace Scholarship Fund, P.E.O. Executive Office, 3700 Grand Avenue, Des Moines, Iowa 50312-2899 or from your state IPS chairman or downloaded from www.peointernational.org.
3. This gift is included in the amount of the scholarship awarded to the designated student by the board of trustees, but it does not increase the student's scholarship.
4. Designated students are selected by the board of trustees after the decisions on applications in April. A special effort is made by the board to select a student who is attending school near the donor's locale. This is not always possible.
5. Individual donors cannot designate recipients and claim deduction for such gifts on income tax returns (see B-4).

D. Named International Peace Scholarships

1. A Named International Peace Scholarship is a one-time scholarship presented to a top recipient from contributions of individuals, chapters or collected gifts.

2. Each scholarship will be in the same amount as the other P.E.O. International Peace Scholarships granted in that academic year.
3. The recipient is notified of the special named honor following her formal acceptance of the P.E.O. International Peace Scholarship.

II. RECOMMENDATIONS — INDIVIDUAL AND CHAPTER

An individual or chapter having knowledge of a student who may qualify for an IPS scholarship should be knowledgeable about requirements she must meet before directing the student to request application information from the P.E.O. International Peace Scholarship Fund, 3700 Grand Avenue, Des Moines, Iowa 50312-2899. After eligibility has been established, application forms and material will be sent to the prospective student.

III. CONTACT PERSON

It is the responsibility of the student to select her contact person. This person acts as a nonacademic adviser, helping the student in the event of a personal emergency, and knowing the address of the student at all times. There is no financial obligation involved. If a student requests a chapter or a group to be her contact, the chapter or group must designate one person as the contact person.

IV. PERSONAL COURTESY

A. Correspondence

1. Individuals or chapters, in addition to their generous contributions to the P.E.O. International Peace Scholarship Fund, will find enjoyment in sending cards, emails and letters to students who are far from family and friends. However, a student's study schedule may not always allow time for response.
2. It is hoped that after the students have returned to their own countries, individuals and chapters will continue their interest and correspond with them. The chairman of the board of trustees would appreciate receiving current information concerning these students.

B. Hostesses

1. To see and experience American or Canadian home life is an important part of the student's education. Members and chapters who are near the schools in which the students are enrolled are encouraged to entertain them in their homes.
2. An individual or chapter inviting a student to visit or present a program before a group should assist in travel arrangements and assume all expenses.

C. Monetary Gifts

Monetary gifts, including birthday and holiday gifts, should be kept to an incidental amount.

V. PROGRAM MATERIAL

Each state IPS chairman has resources which include an excellent source of program material. The chairman's name is in the proceedings which the local chapter president has in her files. IPS information is available in *Out of the Heart* and The P.E.O. Record. Material may be obtained from the IPS office in Des Moines as well as the International website which contains a current IPS Recipient Listing plus other information. Members of the Board of Trustees do not have program material.