

# P.E.O. SCHOLAR AWARDS

## Procedures and General Information



### POLICY GUIDELINES

#### I. PURPOSE

P.E.O. Scholar Awards are one-time competitive, merit-based awards for women of the United States and Canada who are either pursuing a graduate degree or engaged in advanced study or research at an accredited college or university. In addition to recognizing and encouraging excellence in higher education, these awards provide partial support for study and research for women who will make significant contributions in their varied fields of endeavor. Priority is given to women who are well established in their graduate programs or advanced study or research.

#### II. ELIGIBILITY

A woman is eligible for nomination by a local chapter if she:

- is a citizen of the United States or Canada at the time of nomination;
- has at least one academic year remaining to complete her graduate degree, graduate research or terminal degree master's from the date the awards are granted (August 1);
- is within two years of completing her graduate degree or advanced study or research at the time the awards are granted (August 1);
- is a full-time student at an accredited college or university;
- demonstrates academic excellence, maturity, and seriousness of purpose; and
- has clearly defined career objectives.

The applications of individuals who satisfy these eligibility criteria will be evaluated on a nondiscriminatory basis without consideration of race, national origin, religious affiliation, or disability.

#### III. AWARDS

The P.E.O. Scholar Awards are given once each year for the ensuing academic year. Each is a significant monetary award that will provide partial support for a year's study. The number and amount of the awards are determined each year in accordance with the funds available.

Awards to Canadian women will be paid in Canadian dollars. The only exception will be if the Canadian recipient attends a U.S. university and incurs expenses in U.S. dollars, then payment may be in U.S. dollars if requested by the recipient.

### NOMINATION PROCEDURE

#### I. NOMINATION

Nominations for the P.E.O. Scholar Awards are made only by local chapters. The chapter should be familiar with the academic status and accomplishments of the nominee and be satisfied that she meets the criteria for eligibility. A personal interview with the potential nominee is encouraged. The local chapter should advise the nominee of the Conditions of Acceptance for the P.E.O. Scholar Awards (see Conditions of Acceptance).

#### II. CHAPTER APPROVAL

Chapter approval is granted by a majority voice vote at a regular or special meeting.

#### III. SUBMISSION OF THE NOMINATION FORM AND CHAPTER LETTER

The Chapter Nomination Form is available from the state, provincial, or district chairman for P.E.O. Scholar Awards, from the P.E.O. Scholar Awards office, or the P.E.O. International website.

The local chapter completes the nomination form and submits it to P.E.O. Scholar Awards, P.E.O. Executive Office, 3700 Grand Avenue, Des Moines, Iowa 50312-2899. Nominations are accepted from

September 1 through December 1. The P.E.O. Scholar Awards office sends a notification card/email to the nominating chapter at the same time the application packet is mailed.

Chapters are requested to submit a letter with the nomination form detailing their knowledge of the nominee. Consideration is given to this information as the applications are reviewed.

### APPLICATION PROCESS

#### I. APPLICATION MATERIALS

Following receipt of the chapter's nomination form, the P.E.O. Scholar Awards office mails the application package directly to the nominee.

#### II. COMPLETION OF THE APPLICATION

The nominee is responsible for completing the Application Form and returning it, along with the supplementary material, to the P.E.O. Scholar Awards office. The nominee also is responsible for giving the Evaluation Report forms to those persons supplying recommendations and for ensuring that they are returned to the P.E.O. Scholar Awards office by the due date. Questions by the nominee with regard to the application process should be directed to P.E.O. Scholar Awards, P.E.O. Executive Office, 3700 Grand Avenue, Des Moines, Iowa 50312-2899. The P.E.O. Scholar Awards office sends an acknowledgment card to the applicant upon receipt of her application.

#### III. DUE DATE FOR COMPLETED APPLICATION

The due date for the completed application is shown on the Application Form when it is mailed to the nominee.

### ANNOUNCEMENT AND PRESENTATION OF THE AWARDS

P.E.O. Scholar Awards are announced by May 1 each year.

Letters are sent to all applicants, to their nominating chapters, and their state chairmen. Certificates of Award are sent to the P.E.O. Scholars following formal acceptance of the award. Certificates of Recognition are sent to presidents of state, provincial, and district chapters for presentation to the P.E.O. Scholars' nominating chapters. The monetary award is sent directly to the scholar in two installments, on August 1 and in late January and early February, upon request of the 1<sup>st</sup> progress report which is due no later than January 31.

### CONDITIONS OF ACCEPTANCE

To receive a P.E.O. Scholar Award, an applicant must agree:

- to devote full time to graduate study or research during the year of the award and to maintain a high level of scholarship;
- to submit promptly the progress reports required by the P.E.O. Scholar Awards Board of Trustees;
- to honor, as her schedule permits, reasonable requests to speak to gatherings of P.E.O. members;
- to use the funds for necessary expenses incurred while pursuing a graduate degree or engaged in advanced study or graduate research at an accredited college or university; and
- to confirm current pursuit of graduate study or research.

### RESPONSIBILITIES OF THE LOCAL CHAPTER

If a nominee of a local chapter is selected to receive a P.E.O. Scholar Award, the chapter is encouraged to keep in touch with her and offer encouragement.