

# P.E.O. STAR Scholarship

## Procedures and General Information



### POLICY GUIDELINES

#### I. PURPOSE

The P.E.O. STAR Scholarship is a highly competitive one-time \$2,500 scholarship recognizing graduating high school senior women who demonstrate outstanding leadership, academic achievement, extracurricular activities, and community service and who plan to pursue full or part-time post-secondary education in the United States or Canada beginning in the fall following their high school graduation.

#### II. ELIGIBILITY

A woman is eligible to be recommended for the P.E.O. STAR Scholarship provided she:

- Exhibits excellence in leadership, academics, extracurricular activities, community service, and potential for future success.
- Is in the final academic year (senior year) of her secondary education and is 20 years of age or under at the end of the calendar year.
- Has a minimum cumulative unweighted GPA of 3.0 on a 4.0 scale
- Is a citizen or legal permanent resident of the United States or Canada.
- Plans to attend an accredited post-secondary educational institution in the United States or Canada, full-time or part-time, in the fall of the academic year following high school graduation.
- Is recommended by and receives the vote of a local P.E.O. chapter.

#### III. SCHOLARSHIPS

The P.E.O. STAR Scholarships are given once each year for the ensuing academic year. The number of scholarships given is in accordance with the annual funds available.

P.E.O. STAR Scholarships to Canadian recipients will be paid in Canadian dollars. The only exception will be if a Canadian recipient attends a U.S. institution and incurs expenses in U.S. dollars, then payment may be in U.S. dollars if requested by the recipient.

### RECOMMENDATION PROCEDURES

#### I. RECOMMENDATION

Recommendations for the P.E.O. STAR Scholarship will only be accepted from local chapters. The chapter should be familiar with the accomplishments and academic status

of the applicant and be satisfied that she meets the criteria for eligibility. A personal interview is recommended and the applicant should be advised of the P.E.O. STAR Scholarship requirements.

#### II. CHAPTER APPROVAL

Local chapter approval is granted by a majority voice vote at a regular business or special meeting. Each local chapter is permitted to recommend one applicant per academic year.

#### III. ONLINE APPLICATION SUBMISSION

The recommending chapter and applicant will complete and electronically submit the required application items. The chapter will advise the applicant that she will be emailed instructions for setting up her online account to complete her portion of the application.

Submission of the chapter recommendation form and chapter recommendation letter (thoroughly introducing the applicant and explaining her outstanding qualities and achievements) **must be made online** between **September 1 and November 1**.

Each applicant is given 30 days from the date she receives the email from the STAR Supervisor to complete and submit the Student Profile, Student Activity Charts, original one page essay, two reference letters, and unofficial high school transcript (through the 11 grade/junior year). Canadian applicants must also include their Province Conversion Grading Scale.

The local chapter contact will be sent an email with the applicant's submission deadline and is encouraged to follow up with the applicant to make sure she submits her information on or before the submission deadline date.

### ANNOUNCEMENT AND PRESENTATION OF SCHOLARSHIPS

P.E.O. STAR Scholarships recipients will be announced annually by April 30. Notification letters will be sent to all applicants and recommending chapters. The recipient award certificate will be mailed to the recommending chapter for presentation at a high school awards ceremony or other public forum.

Scholarship funds will be sent, at the determination of the recipient, either directly to the institution or to the individual recipient. Institutions will receive the entire scholarship, after August 1, amount to be divided equally between the two semesters/terms. Scholarships sent directly to recipients will be divided into two payments. The first

payment will be sent after August 1 and the second payment upon submission and receipt of a new Confirmation of Enrollment Form for the second semester/term, due to the P.E.O. Executive Office in Des Moines no later than January 31.

## **ACCEPTANCE OF SCHOLARSHIP**

To receive P.E.O. Scholarship funds, a recipient must:

- a. Enroll in an accredited post-secondary institution full or part-time in the fall following her high school graduation. (Funds will be forfeited if enrollment does not occur).
- b. Remit the Acceptance of Educational Aid and the Confirmation of Enrollment forms prior to the first semester/term enrollment. Those receiving funds directly will be required to submit a new Confirmation of Enrollment form before the second semester/term.

## **LOCAL CHAPTER RESPONSIBILITIES**

Chapters are encouraged to remain in touch with their recipients by offering support and encouragement.

P.E.O. Executive Office  
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Des Moines, Iowa 50312.2899  
Phone: 515.255.3153  
Fax: 515.255.3820

Please visit the P.E.O. website for P.E.O. STAR Scholarship information and application instructions.  
**[peointernational.org](http://peointernational.org)**