



# Student Scholarship Guidelines

## 2020-2021

The members of the Nebraska Educational Office Professionals Association (NEOPA) annual award a scholarship to a qualifying graduating student who has completed a major course of student in the area of Business Education in a Nebraska high school or may currently be pursuing such a course of study in a post-secondary institution of higher learning.

Guidelines for awarding this scholarship will comply with the requirements of the Marion T. Wood (MTW) Student Scholarship awarded nationally so that the recipient will be Nebraska's entry to the MTW Student Scholarship. In the event that a local association has already submitted this recipients name, the alternate will be NEOPA's candidate for the MTW Student Scholarship.

### Eligibility

- Graduation from a Nebraska high school or its equivalent, i.e. GED
- Completion of two or more business education courses (four semesters) from among the following: computer/information technology (includes digital media and web design), keyboarding, accounting, office procedures, business communication, and/or management courses.

### Application Process

The candidate must complete the application and the biographical information form provided by NEOPA. The application must be keyboard generate. This scholarship application can be found as a fillable PDF form on the NEOPA website (<https://sites.google.com/site/neopanebraska/>). A copy of the application with the applicant's signature (e-signature accepted) must be submitted in order to be considered.

If a **Graduating High School Senior**, the application must include:

- A one-page biographical sketch on "Why I am Choosing an Office-Related Career or Vocation."
- Three (3) letters of recommendation:
  - One from a principal, counselor or other administrator that describes the student's character, personality, initiative, and home background.
  - One from a business education teacher.
  - One from a non-family, non-educational office professional member.
- A copy of the applicant's high school transcript indicating class rank at the end of the junior year.

If a **Higher Education Student**, the application must include:

- A one-page biographical sketch on "Why I am Choosing an Office-Related Career or Vocation."
- Three (3) letters of recommendation:
  - One from an advisor or counselor who can describe the student's activities/leadership record and the student's character, personality, and initiative.
  - One from a former teacher or former/present employer.
  - One from a non-family, non-educational office professional member.
- A copy of the applicant's college transcript.

Applications for this award must be postmarked by **January 31, 2021**.

**Submit** the application and support material via e-mail to the contact below.



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### Scholarship Determination Process

Award of the scholarship is based upon academic achievement, financial need and initiative of the student.

The scholarship amount will be determined according to available funds and will be awarded annually in the spring. It will be awarded in the amount of \$500.00 for the 2021-2022 school year. The applicant must have applied for admission to a higher education institution. The course of study will prepare him/her to enter an office-related profession, preferably in the field of education. If the recipient is unable to enroll in an institution of higher education by the fall term of the year he/she is selected, the scholarship will be deemed forfeited and the award will be given to the alternate. All applications will be kept until enrollment of the recipient has been verified.

Judges selected by the NEOPA Scholarship Committee will determine the award winner and the alternate. The recipient's school will be notified prior to the school's awards assembly and the recipient will be invited to the Spring Conference where the NEOPA Scholarship Certificate will be presented.

Two payments of \$250.00 will be made by check, one per semester, to the institution verifying the recipient's enrollment. It is the responsibility of the recipient to submit the required information to the NEOPA President for payment.



# Scholarship Application

Must be keyboard generated

Full Name \_\_\_\_\_  
First Middle Last

Home Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name and address of high school or college you now attend \_\_\_\_\_  
\_\_\_\_\_

Graduation date from high school/college \_\_\_\_\_

List in order of preference three colleges, universities or business schools where you have formally applied for admission or the institution where you are presently enrolled.

	Accepted
	YES NO
1. _____	<input type="checkbox"/> <input type="checkbox"/>
2. _____	<input type="checkbox"/> <input type="checkbox"/>
3. _____	<input type="checkbox"/> <input type="checkbox"/>

List any extra-curricular school activities including athletics, music, and any offices held.

\_\_\_\_\_  
\_\_\_\_\_

Academic awards or honors \_\_\_\_\_  
\_\_\_\_\_

List any community activities (non-school) including offices held.

\_\_\_\_\_  
\_\_\_\_\_

Have you worked part-time during your school career? If so, list:

Where Employed Primary Responsibility Dates

\_\_\_\_\_  
\_\_\_\_\_



# Biographical Information

Must be keyboard generated

This scholarship application can be found as a fillable form on the NEOPA website (<https://sites.google.com/site/neopanebraska/>)

An original with the applicant's signature and 2 copies of the application must be submitted in order to be considered.

Applicant's Name \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Father's Occupation \_\_\_\_\_ Mother's Occupation \_\_\_\_\_

Father's Address \_\_\_\_\_

City State Zip

Mother's Address \_\_\_\_\_

City State Zip

Stepparent/Guardian/Spouse's Name, if applicable \_\_\_\_\_

Number of dependent brothers/sisters and their ages \_\_\_\_\_

Will your parent/s assist you financially in continuing your education? ☐ Yes ☐ No

How much additional assistance do you feel you will need to continue your education after graduation from high school or to continue in college? \_\_\_\_\_

What is your chosen major? \_\_\_\_\_

What are your career plans? \_\_\_\_\_

Please check the range of your family's income.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Below \$15,000    | <input type="checkbox"/> \$25,000-\$29,999 | <input type="checkbox"/> \$40,000-\$44,999 |
| <input type="checkbox"/> \$15,000-\$19,999 | <input type="checkbox"/> \$30,000-\$34,999 | <input type="checkbox"/> \$45,000-\$49,999 |
| <input type="checkbox"/> \$20,000-\$24,999 | <input type="checkbox"/> \$35,000-\$39,999 | <input type="checkbox"/> \$50,000 or above |

List any other family/financial circumstances that should be considered. \_\_\_\_\_

I, the applicant, certify that the above information is true and correct.

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

Email Deadline for Application: January 31 2021  
Email Application and Supporting Documents to:  
Student Scholarship Coordinator  
[neopainfo@gmail.com](mailto:neopainfo@gmail.com)