

PLEASE NOTE: The completed application with enclosures must be submitted by email or postmarked by Friday, **January 20, 2017.**



**Kansas State Department of Education
Association of Educational Office Professionals
Margaret Van Horn Scholarship**

Funds for the Margaret Van Horn Scholarship have been allocated by members of the Kansas State Department of Education Association of Educational Office Professionals (KSDE AEOP). The scholarship program is open to current Kansas High School, College, and/or Technical School students. Applicant must intend to continue his/her education in an education or business-related program. Applicant must be enrolled in a minimum of nine semester hours (at least half-time). Enrollment must be in an accredited post-secondary educational facility within the state of Kansas.

AMOUNT OF SCHOLARSHIP:

A scholarship is awarded annually. The amount is based on gifts and funds raised by the association. The amount for this year is **\$300.00**. Use of the scholarship award is intended to offset the cost of tuition, books, class fees, supplies, or other scholastic expenses.

APPLICATIONS:

Selection of the recipient will be based on the scholarship application, student initiative, character, and/or other factors supporting his/her candidacy. An application (electronic or hard copy) can be obtained from any member of the Scholarship Committee or your school counselor. The scholarship will be awarded to the applicant receiving the highest rating from a panel of evaluators. Applications must be complete, signed, and submitted by email in pdf format or postmarked by Friday, **January 20, 2017**, to be accepted.

INSTRUCTIONS TO THE APPLICANT:

1. Application is to be completed online or printed and typed for submission (handwritten applications will be disqualified).
2. Submit current "official" high school/college/technical school transcript(s) (with GPA).
3. Submit a one page typed essay, "Why I am Choosing an Education or Business-Related Career or Vocation."
4. Application must be signed.
5. The completed application with enclosures must be submitted by email or postmarked by **Friday, January 20, 2017.**
6. Failure to submit all requested information and to follow all guidelines will result in disqualification.

AWARD DISBURSEMENT

1. The scholarship recipient will be required to notify KSDE AEOP in writing once enrolled in a Kansas accredited post-secondary educational facility. In order to receive the scholarship, proof of enrollment must be submitted, including student ID #, to the address provided in the scholarship award letter.
2. When notification is received, KSDE AEOP will send a check in the amount of \$300 to the recipient.
3. The approved monies will be valid only for the academic year following the awarding of the scholarship (fall, winter, spring and summer quarter/semester).

MAIL SUBMISSIONS TO:

Linda Wallis
Kansas State Department of Education
900 S.W. Jackson Street, Suite 252
Topeka, KS 66612

FOR EMAIL SUBMISSIONS OR QUESTIONS:

Kelli Byrne
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785.296.4976

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785.296.6829

Application must be emailed or postmarked by Friday January 20, 2017

Approved 9/13/16



**Kansas State Department of Education
 Association of Educational Office Professionals
Application for Margaret Van Horn Scholarship**

Application must be submitted by email or printed and mailed (not both). Handwritten applications will be disqualified.

Date: _____ Applicant Signature: _____

1. Applicant Name: _____

2. Applicant Home Address: _____
(Street) (City) (Zip)

Applicant Home Phone: _____ Cell Phone: _____

Applicant Email: _____

3. Name of parent or legal guardian (if applicable): _____

Address: _____
(Street) (City) (Zip)

Home Phone: _____ Cell Phone: _____

Email: _____

4. Name and address of Kansas high school, technical school, and/or college currently attending:

5. List your most significant non-school activities, clubs, associations, volunteer activities, and any offices held:

6. List your most significant school extracurricular activities, including athletics, music, academic clubs, etc., and any offices held:

7. Honors, awards, and other recognitions (briefly describe these awards/honors):

8. List current employment positions. Indicate if this work is related to your career goal:

Where Employed	Primary Responsibilities	Date(s)	Related to Career Goal	
			Yes	No
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

9. List scholarships applied for and/or received:

Name of Scholarship	Received		Date Applied
	Yes	No	
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

10. List Kansas university, college, or technical school you plan to attend and your intended or current major area of study:

11. On a separate sheet, please prepare a typed one page essay, "Why I am Choosing an Education or Business-Related Career or Vocation."
 12. Briefly list any other pertinent information you wish the evaluators to know about you.
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Do not write below this line

AEOP Evaluators:

<u>Name</u>	<u>Read</u>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>