

March 1, 2018

Ms. Erin Hall, Counselor  
Gladewater High School  
2201 W. Gay Avenue  
Gladewater, Texas 75647

**RE: Application for Scholarship to Kilgore College**

Dear Ms. Hall:

The Region 7 Association of Educational Office Personnel (AEOP) will be awarding a scholarship in the one-time amount of **\$1,000.00** to Kilgore College.

It is our desire to award this scholarship to a deserving high school graduate who wishes to continue their education at Kilgore College in either Office Professional, Business or Computer Science. Attached you will find the application and scholarship policy guidelines.

Please provide this information to graduate(s) that you feel could benefit from this scholarship. The application, along with letters of recommendation and an official copy of their transcript, must be received by March 29, 2018.

Scholarship committee will review all applications and send interview questionnaire, which must be received by April 6, 2018, to all eligible applicants who have submitted applications by the established deadline.

If you have any questions, please do not hesitate to contact me at 903-988-7662 or e-mail [teverett@esc7.net](mailto:teverett@esc7.net).

Sincerely,



Tambrea Everett  
AEOP Scholarship Committee  
Attachments

cc: Mr. Sedric Clark, Superintendent  
Ms. Cathy Bedair, Principal

**REGION 7 ESC ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL  
APPLICATION FOR SCHOLARSHIP TO KILGORE COLLEGE**

1. STUDENT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

AGE \_\_\_\_\_ SCHOOL \_\_\_\_\_

2. PARENT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

3. TO YOUR KNOWLEDGE WILL YOU RECEIVE SCHOLARSHIP AID FROM ANY OTHER SOURCE? YES \_\_\_\_\_ NO \_\_\_\_\_

4. WHAT HONOR, RECOGNITIONS, OR ANY AWARDS HAVE YOU RECEIVED?

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

5. PLEASE TELL US HOW THIS SCHOLARSHIP WOULD BENEFIT YOU (USE BACK OF THE PAGE IF NECESSARY).

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

6. INDICATE THE FIELD YOU PLAN TO MAJOR IN AT COLLEGE

OFFICE PROFESSIONAL \_\_\_\_\_ BUSINESS \_\_\_\_\_ COMPUTER SCIENCE \_\_\_\_\_

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**THREE LETTERS OF REFERENCE ARE REQUIRED TO PROCESS YOUR APPLICATION: such as (1) personnel - superintendent, principal, counselor, or teacher; (2) personal reference - pastor, neighbor, personal friend, or employer or sponsor of extracurricular activities.**

**PLEASE ATTACH A COPY OF YOUR OFFICIAL TRANSCRIPT ALONG WITH THREE LETTERS OF REFERENCE TO:**

**Region 7 AEOP  
Attn: Tambrea Everett  
1909 North Longview Street  
Kilgore, TX 75662**

**Deadline for Submission is March 29, 2018**

## **Region 7 Association of Educational Office Personnel Scholarship Policies**

The scholarship committee of Region 7 Association of Educational Office Personnel recommends that the following policies be established in granting a scholarship to students who major in office professional, business or computer science.

- That a scholarship be granted to a high school senior graduate who wishes to continue their education in the office professional, business or computer science field by attending Kilgore College. A minimum of 12 hours required. Monetary amount will be recommended by the scholarship committee and approved by the members of the AEOP on a yearly basis.
- That scholarship applications, policies and letters be sent to each high school counselor of the school districts within the Kilgore College district: Gladewater, Kilgore, Leverett's Chapel, Overton, Sabine, West Rusk and White Oak.
- That the recipient will be presented with a certificate during the awards program at their school prior to graduation by an AEOP officer.
- That this scholarship must be used beginning the fall semester following spring semester graduation, the year it is granted. The previous year's recipient may reapply for this scholarship for the following year, providing a minimum 2.0 GPA is maintained. The scholarship committee chairperson will contact recipient by August 15<sup>th</sup> to confirm enrollment. If recipient does not plan to enroll, the scholarship will be considered void and will be offered to an alternate selected.
- That scholarship award shall be based on financial need as well as grades. Documentation is required of the recipient at the end of the fall semester.
- That a copy of the policies governing use of scholarship funds shall be given to the recipient of the scholarship.
- That after receiving confirmed registration from recipient, a copy of tuition and/or fees will be mailed to the registrar of Kilgore College along with a check and letter as to how the funds are to be used.
- That the scholarship committee will review all applications and send interview questionnaire to all eligible applicants who have submitted applications by the established deadline. Scholarship awards shall be based on financial need as well as grades. A letter of award will be sent to the recipient(s) of the scholarship and school district(s) notified. Districts should be notified of the scholarship selectee as soon as possible following the selection process.
- That no scholarship shall be granted or promised without approval of the scholarship committee and the AEOP President, and that none shall be granted without sufficient fund to honor the scholarship.
- In the event that no applications are received from the school districts or circumstances beyond our control cause us to be unable to award a scholarship to an applicant who is graduating from high school, then a member of the Region 7 Association of Educational Office Personnel may be considered for the scholarship.