

**Duval Association of Educational
Office Professionals**

To: Duval County Public Senior High Schools
Counselor/Scholarship Chairperson

From: Julie Hampton, DAEOP Scholarship Chairman
Oak Hill Academy #3028

Subject: Scholarship Information

Date: December 9, 2022

The Duval Association of Educational Office Professionals (DAEOP) is an organization composed of UOPD clerical employees working at various offices in the Duval County Public Schools.

It is our desire to promote interest among students who are pursuing careers with higher education and are seeking some financial assistance to achieve their goals.

Please distribute the attached scholarship information/guidelines and encourage any interested students to complete an application.

**All completed scholarship packets must be received by:
Friday, March 24, 2023**

**Scholarship Certificates will be awarded at a reception dinner TBA
Scholarship Award Winners will be notified by mail along
with an invitation to the dinner.**

The following forms make a completed packet for your students. You may duplicate this packet if necessary.

Duval Association of Educational Office Professionals

Application for Scholarship

1. Name of Candidate: _____
First Middle Last

2. Complete Home Address: _____

3. Telephone: _____ Student ID#: _____

4. Name of High School You Now Attend: _____

5. List in order of preference three colleges, universities, or schools to which you have formally applied for admission.

Name of Institution	Accepted
_____	Yes _____ No _____
_____	Yes _____ No _____
_____	Yes _____ No _____

6. What is your chosen major? _____

7. What are your career plans? _____

8. Are any of your parents in the military? Yes _____ No _____

9. Have you received any other scholarships? If so, list below:

Source	Amount
_____	_____
_____	_____
_____	_____

10. List school extra-curricular activities including athletics, music, etc. and offices held (use a separate sheet of paper if needed).

11. List all Academic Awards (use a separate piece of paper if needed).

12. List your community activities (non-school) including offices held (use a separate sheet of paper if needed).

13. Have you worked part-time during your school career? If so, list below (use a separate piece of paper if needed).

Employer	Primary Responsibility	Date(s)
_____	_____	_____
_____	_____	_____

14. Financial Need: Family Income (check one):

\$30,000 or below \$30,001 - \$35,000 \$35,001 - \$40,000
 \$40,001 - \$45,000 \$45,001 - \$50,000 \$50,001 and above

Number of dependents in household as reported on IRS form: _____

Ages of dependent children in household: _____

Any other comment regarding financial need would be appreciated:

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

Signature of Applicant

Date

Duval Association of Educational Office Professionals

Scholarship Guidelines

These scholarships are designed to assist students who wish to continue their education to pursue a career.

****CANDIDATE ELIGIBILITY CRITERIA****

1. Candidate must intend to continue his/her education after graduation.
2. Candidate must be a graduating high school student from a Duval County Public School who has made application to continue his/her education.
3. The candidate must have applied as a part-time or full-time student in a Post-Secondary Institution (two or four-year college or university, vocational or Technical School or institute.)
4. Candidate shall be responsible for the completion and return of all the required support materials by the required date: **March 24, 2023.**

****An Incomplete Application Will Be Disqualified**

****APPLICATION PACKET MUST INCLUDE:** An Application will be considered complete when the following items have been received.

- _____ 1. **DAEOP Application** for Scholarship on the appropriate form.
- _____ 2. **High School Transcript** with indication of the State Academic GPA and the District GPA of the last grading period. Your transcript shall be an official document, which is placed in a sealed envelope and marked as such. **The scholarship committee will not accept opened envelopes.**

_____ 3. **Three ORIGINAL letters of recommendation** from non-family members. Letters may be from school officials, teacher, former or present employers who can describe the student's activities and leadership record, character, personality, initiative, drive, home background and/or other factors supporting his/her candidacy.

All materials shall be typed and addressed to the Scholarship Chairperson on their school or business letterhead as appropriate.

- _____ 4. **Essay of one-page minimum** on: "Why am I applying for a scholarship?" Ideas should include but are not limited to 1] challenges and how you overcame these obstacles. 2] your 5-year plan? 3] where do you see yourself after college or vocational school? 4] how will you impact your community.

SELECTION CRITERIA AND SELECTION PROCEDURES

- Criteria For selection and award are:
 - a. Scholarship Record-State Academic GPA and/or District GPA- 30%
 - b. Financial Need- 5%
 - c. ORIGINAL Letters of Recommendation- 25%
 - d. Total number of community service hours listed on transcript- 10%
 - e. Your brief essay on “Why I am applying for a scholarship?” - 30%

- An impartial panel of judges will determine the selection of awards to recipients

WINNERS DINNER- SCHOLARSHIP AWARD PRESENTATION

DAEOP will recognize each winner at a reception and dinner TBA, details will be in the award winner’s letter along with an invitation to the dinner. Once enrolled in the college or vocational school of your choice, our treasurer will send your scholarship check directly to your school.

DEADLINE DATE FOR APPLICATION TO BE RECEIVED BY OUR ORGANIZATION:

On or before: March 24, 2023 [NO exceptions]

Return Your Completed Application by:

1. School Mail to: Julie Hampton, Scholarship Chair
Oak Hill Academy #3028

****Please do not send via school mail after March 10, 2023, to ensure your documentation arrives on time.**

Or you may send your application by:

2. US Mail to: Julie Hampton, Scholarship Chair
Oak Hill Academy
6910 Daughtry Blvd. S.
Jacksonville, FL 32210

Thank you all for participating in our Scholarship Program.