

MARGARET VAN HORN SCHOLARSHIP

This scholarship was established in 1974-75 in memory of Margaret Van Horn, the 1966-67 KAEOP President, and honors all deceased members of Kansas Association of Educational Office Professionals.

PURPOSE OF SCHOLARSHIP

This scholarship program is open to business education students who wish to continue their education and pursue an office related career, preferably in the educational field.

TYPE OF SCHOLARSHIP

The scholarship will be available to students interested in the field of office related or business education attending any accredited education facility within the State of Kansas. Examples are: four year Colleges and Universities, two-year or Community Colleges, Business Colleges, Area Technical Schools, and Technical Colleges.

AMOUNT OF SCHOLARSHIP

Depending upon the availability of funds, it is the purpose to award two \$300.00 scholarships per year.

SELECTION OF APPLICANTS

Selection of the recipient will be based on scholastic, initiative, and financial need. Any KAEOP association or member wishing to submit a candidate is responsible for submitting the application to the scholarship committee. Be sure the application is signed and submitted by the deadline date. A \$5.00 fee must accompany the application. After proof of enrollment, a check in the amount of the scholarship awarded will be issued to the scholarship recipient.

QUALIFICATIONS

The recipient must enter a Kansas school for advanced training in the fall or summer term following graduation from high school. (If this person does not accept the scholarship, it shall be the decision of the committee to award the scholarship to the alternate.)

One scholarship will be awarded to a student with a 3.5 and above grade point average. This student scholarship winner will be the KAEOP applicant for the NAEOP Marion T. Wood Scholarship for student. The second scholarship will be awarded to a student with a 2.5 to 3.4999 grade point average.

The student must have taken two or more business courses from among the following: computer classes, keyboarding/typing, marketing, business communication, accounting, office practice and procedures, bookkeeping, Desk top publishing, and/or business law.

5. The KAEOP Scholarship Committee shall make the final decision.

1. Father's Name: _____

Home Address: _____

2. Mother's Name: _____

Home Address: _____

3. Father's Occupation: _____

Mother's Occupation: _____

Or Guardian Name: _____

Home Address: _____

4. Siblings:

Name

Age

Grade in School

Name	Age	Grade in School
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. List your community activities (non-school) including any offices you have held:

6. List school extra-curricular activities, music, etc. that you have participated in and any offices you have held:

7. Academic Awards or Honors:

8. List any summer or part-time jobs you have held while in high school. Please indicate the length of time you were employed for each job.

9. Write a biographical sketch in 75 words or less on "Why I am choosing the office related business field as a vocation."

10. University or College you plan to attend: _____

Your Career Plans: _____

11. Financial Need: (To be taken from ACT and College Financial Aid Application)

Annual Cost: _____ Annual Resources: _____

Required Fees/Tuition: _____ Personal Savings: _____

Books, Supplies, Etc.: _____ Summer Earnings: _____

Room and Board: _____ School Year Earnings: _____

Personal and Recreation: _____ Earnings During Next

School Year: _____

Aid from Parents: _____

Aid/Other Relatives: _____

Scholarships: _____

Other: _____

Social Security, ACD, Investments

Total: _____

Total: _____

Parents Taxable Income this year	Parents Personal Property
0 - \$10,000	\$0 = \$20,000
\$10,000 - \$20,000	\$20,000 - \$40,000
\$20,000-30,000	\$40,000 - \$60,000
\$30,000-40,000	\$60,000 - \$80,000
\$50,000-60,000	\$80,000 - \$100,000
\$70,000-80,000	\$100,000 – Above

Please specify amount if income is above \$80, 000: _____

Do you own a car? If yes, Please list the make and year: _____

12. List below, if necessary, any particular situation which affects your financial situation that may not show up on the financial aid section and should be noted by the scholarship committee (i.e. medical, personal, social situation, etc.):

13. Attach (3) letters of recommendation from the following people:

1. One letter from your high school principal, counselor, or administrator of your graduation high school that includes:
 - a. Student activities and leadership record in school
 - b. Description of student's personal traits, character, initiative and home background.
2. One letter from your business education teacher.
3. One letter from someone other than a KAEOP member or member of your family.

Applicant's Signature

Date