

**NORTH CAROLINA COTTEY COLLEGE SCHOLARSHIP
SPONSORING CHAPTER GUIDELINES**

A. IN PREPARATION FOR SPONSORING AN APPLICANT:

1. Read Article X of the North Carolina State Chapter Bylaws.
2. Become thoroughly familiar with the scholarship requirements, application process and deadlines.

B. WHEN YOU HAVE FOUND AN APPLICANT TO SPONSOR:

1. Secure Chapter approval to begin scholarship application procedure.
2. Check that the applicant has applied for admission and been accepted to attend Cottey College.
3. Interview applicant to secure information necessary for chapter's Letter of Recommendation:
 - _____ Length of time applicant known to the chapter and in what capacity
 - _____ Special talents and honors received
 - _____ Other information that may help in assessing the application
4. Draft the chapter Letter of Recommendation and secure chapter vote of approval for Letter of Recommendation.
5. Request that the applicant complete the NC Cottey College Scholarship Fund Application Form, which is available at: www.peonc.org. This form is a computer fillable form that may be emailed to the student to fill in electronically, or the form may be printed out and mailed to the student.
6. Provide the student with information for the chapter contact person and information regarding the chapter and contact, as she will need this information to complete the application. The chapter contact person or members of the chapter may assist the applicant with her Application Form and may request that a copy be sent to the chapter when it is sent to the NCCCSF Board of Trustees.
7. Submit the Chapter Letter of Recommendation to the NCCCSF Board of Trustees Chairman by February 15 for fall semester admissions or by October 15 for spring semester admissions.
8. The student's application will be considered complete when the NCCCSF Board of Trustees has received all of the following:
 - From the Student – Completed NC Cottey College Scholarship Fund Application Form and essay

From the Chapter – Letter of Recommendation

Two Letters of Reference – From people other than family or P.E.O members.

These are to be sent (preferably by email) directly to the NCCCSF Board of Trustees Chairman.

9. Inform the prospective applicant that this is an annual scholarship, which will be awarded for the academic year, but paid in two installments for the fall and spring semesters. (Note: If the student applies for the spring semester, only ½ of the annual amount will be awarded for the first year.) The second payment will be dependent upon the student maintaining a GPA of 2.5 or better. Renewal award amounts may be adjusted for grades and made on an annual basis.
10. Within two weeks of receiving the required application information, the NCCCSF Board of Trustees Chairman will send an email confirmation regarding receipt of the application material to the chapter contact. If not, or if it is near the application deadline, the chapter chairman should contact the NCCCSF Board of Trustees Chairman.
11. The applicant and sponsoring chapter will receive a letter from the NCCCSF Board of Trustees Chairman regarding the decision on the application within one month of the application deadline, or if applications are still being taken after the application deadline, within one month of receipt of application.
12. For students who receive a NCCCSF award, the NCCCSF Board of Trustees will provide an award certificate to the sponsoring chapter. The chapter is encouraged to provide the award certificate at a school award ceremony, if possible, or other event/opportunity, as appropriate.
13. The student will be expected to maintain a GPA of no less than 2.5 each semester. If she is on academic probation, the scholarship will not be renewed. In January of the student's subsequent year(s), the student will receive notice from the NCCCSF Board of Trustees Chairman regarding scholarship renewal. Both the sponsoring chapter and student should be notified of the renewal decision within one month after the application is received by the NCCCSF Board of Trustees.
14. The chapter has a responsibility to stay in touch with the student and provide encouragement and support by sending cards, notes or very small gifts. In November and April, someone from the chapter should remind the student to obtain a transcript of her grades at the end of the term and send a copy to the Chairman of the NCCCSF Board of Trustees.