

## **Duval Association of Educational Office Professionals**

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

From: Michelle Oglesby, DAEOP Scholarship Chairman  
Mayport Coastal Sciences Middle School #3254

Subject: Scholarship Information

Date: January 7, 2021

The Duval Association of Education Office Professionals is an Organization composed of UOPD clerical employees working at various offices of 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 make application.

**All completed scholarship packets must be received by:  
Friday March 27, 2021.**

**Scholarships 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 information if necessary or contact Michelle Oglesby at [oglesbym@duvalschools.org](mailto:oglesbym@duvalschools.org) for an attachment of the application packet

**Duval Association of Educational Office Professionals**

**Application for Scholarship**

1. Name of Candidate: \_\_\_\_\_  
  First                         Middle                         Last

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

Source	Amount
_____	_____
_____	_____

9. List school extra-curricular activities including athletics, music, etc. and offices held.  
(Use a separate piece of paper if needed)

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

10. List all Academic Awards [use a separate piece of paper if needed]:

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11. List your community activities (non-school) including all offices held:  
[Use a separate piece of paper if needed]:

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12. Have you worked part-time during your school career? If so, list [use a separate piece of paper if needed]:

Employer	Primary Responsibility	Date[s]

13. 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:

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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, or vocational, Technical school or institute.)
4. Candidate shall be responsible for the completion and return all of the required support materials by the required **date: March 27, 2021.**

#### **APPLICATION PACKET MUST INCLUDE:**

##### **AN INCOMPLETE APPLICATION WILL BE DISQUALIFIED**

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 you will 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.

## **WINNER'S DINNER – SCHOLARSHIP AWARD PRESENTATION**

DAEOP will recognize each winner at a reception and dinner on April 28<sup>th</sup> at 5:30 p.m. at St. Mary's Seafood, 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 27, 2021 [NO exceptions]**

**Return Your Completed Application by:**

**1] School Mail \*\* to:** Michelle Oglesby, Scholarship Chair  
Mayport Middle #3254

**\*\* Please do not send via school mail after March 15, 2021 to ensure your documentation arrives on time.**

Or you may send your application by:

**2] US Mail to:**  
Michelle Oglesby, Scholarship Chair  
Mayport Coastal Sciences Middle School  
2600 Mayport Rd.  
Atlantic Beach FL 32233

**Thank you all for participating in our Scholarship Program.**