

Procedures and General Information



Policy Guidelines

I. PURPOSE

The P.E.O. STAR Scholarship is a highly competitive one-time \$2,500 scholarship recognizing women in their final year of high school who demonstrate outstanding leadership, academic achievement, extracurricular activities and community service and who plan to pursue full- or part-time postsecondary education in the U.S. or Canada beginning in the fall following their high school graduation.

II. ELIGIBILITY

A woman is eligible to be recommended for the P.E.O. STAR Scholarship provided she:

- A. Exhibits excellence in leadership, academics, extracurricular activities, community service and potential for future success
- B. Has a minimum cumulative unweighted GPA of 3.0 on a 4.0 scale
- C. Is in the final academic year of her secondary education and is 20 years of age or under at the end of the calendar year
- D. Is a citizen or legal permanent resident of the U.S. or Canada
- E. Plans to enroll in an accredited postsecondary educational institution in the U.S. or Canada full time or part time in the fall of the academic year following high school graduation
- F. Is recommended by and receives the vote of a local P.E.O. chapter
- G. The applications of individuals who satisfy these eligibility criteria will be evaluated on a nondiscriminatory basis without consideration of race, age, national origin, religious affiliation, sexual orientation, disability or P.E.O. connection.

III. SCHOLARSHIPS

The P.E.O. STAR Scholarships are given once each year for the ensuing academic year. The number of scholarships given is in accordance with the annual funds available.

P.E.O. STAR Scholarships to Canadian recipients will be paid in Canadian dollars. The only exception will be if a Canadian recipient attends a U.S. institution and incurs expenses in U.S. dollars, then payment may be in U.S. dollars if requested by the recipient.

Recommendation Procedures

I. RECOMMENDATION

Recommendations for the P.E.O. STAR Scholarship will be accepted only from local chapters. The chapter should be familiar with the accomplishments and academic status of the applicant and be satisfied that she meets the criteria for eligibility. A personal interview is recommended and the applicant should be advised of the P.E.O. STAR Scholarship requirements.

II. CHAPTER APPROVAL

Local chapter approval is granted by a majority vote at a regular or special meeting. **Each local chapter is permitted to recommend one applicant per academic year.**

III. ONLINE APPLICATION SUBMISSION

The recommending chapter and applicant will complete and electronically submit the required application items. The chapter will advise the applicant that she will be emailed instructions for setting up her online account to complete her portion of the application.

Submission of the chapter's answers to textbox questions (thoroughly introducing the applicant and explaining her outstanding qualities and achievements) **must be made online between August 15 and October 15.**

Each applicant is given 30 days from the date the link is sent from the STAR supervisor to complete and submit the Student Profile, Student Activity Charts, original essay not to exceed 700 words, two recommendations and unofficial high school transcript (through the 11th grade/junior year).

Canadian applicants must also include their Province Conversion Grading Scale.

The local chapter contact will be sent an email with the applicant's submission deadline and is encouraged to follow up with the applicant to make sure she submits her information on or before the submission deadline.

Deadlines are at 11:59 p.m. Eastern time on the dates prescribed. Since this deadline is firm, chapters and student applicants are strongly advised to submit early in case time/technical issues arise.

Announcement and Presentation of Scholarships

P.E.O. STAR Scholarship recipients will be announced annually by April 30. Notification letters will be emailed to all applicants and recommending chapters. The recipient award certificate will be sent to the recommending chapter for presentation at a high school awards ceremony or other public forum.

Scholarship funds will be sent, at the determination of the recipient, either directly to the institution or to the individual recipient. Institutions will receive the entire scholarship, to be divided equally between the two semesters/terms, after August 1. Scholarships sent directly to recipients will be divided into two payments. The first payment will be sent after August 1 and the second payment upon submission and receipt of a new Confirmation of Enrollment Form, due to the P.E.O. Executive Office in Des Moines no later than January 31, for the second semester/term.

Acceptance of Scholarship

To receive P.E.O. Scholarship funds, a recipient must:

- A. Enroll in an accredited postsecondary institution full or part time in the fall following her high school graduation. (Funds will be forfeited if enrollment does not occur).
- B. Remit the Acceptance of Educational Aid and the Confirmation of Enrollment forms prior to the first semester/term enrollment. Those receiving funds directly will be required to submit a new Confirmation of Enrollment form before the second semester/term.

Local Chapter Responsibilities

Chapters are encouraged to remain in touch with their recipients by offering support and encouragement.

Publicity Pertaining to Recipients

Local chapters are encouraged to publicize their support for the STAR recipients they sponsor and share their accomplishments. However, the chapter must receive a signed copy of the P.E.O. Photograph and Publicity Consent Form from the media kit found on the P.E.O. Hub prior to sharing any personal, identifying information for their recipient on news media, P.E.O. websites or social media accounts.

P.E.O. Executive Office

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