



# Local Chapter Scholarship Committee Selection Criteria and Information

## Scholarship Selection Committee

Your chapter needs to establish a Scholarship Committee to administer your general or Cottey scholarship and to select scholarship recipients.

The committee must do the following:

- create a scholarship application
- determine the selection criteria and present to the chapter for a vote
- adhere to the P.E.O. Foundation requirements
- find qualified applicants
- oversee the selection process
- present selected candidate name(s) to the chapter for a vote
- submit necessary forms to the P.E.O. Foundation for approval
- manage the post-approval process with the recipient
- maintain adequate records to show that specific procedures are being followed

## P.E.O. Foundation Requirements

The following requirements must be followed in the administration of your general scholarship:

- an applicant must be female
- an applicant **cannot** be related to a current member of the scholarship selection committee
- an applicant **cannot** be related to a major donor or a substantial contributor to the fund
- selection of the applicant **cannot** be at the suggestion of the original donor, member of the original donor's family, or substantial contributor to the fund
- recipient must be a citizen or legal permanent resident of the U.S. or Canada and must be able to provide proof of such, if requested
- recipient must be a high school graduate or equivalent
- recipient must be enrolled in an accredited post-secondary institution in the U.S. or Canada; study abroad is permitted provided the student is enrolled in a U.S. or Canadian institution

## Sample Selection Criteria

A scholarship selection committee must use objective standards in selecting recipients and maintain adequate records to show that specific procedures are being followed. You want to have enough selection criteria to ensure a robust selection process but not so many that the process is burdensome.

Such criteria should be in writing and may include, but are not limited to:

- financial need
- institution to be attended
- field of study
- grade point average
- letter(s) of recommendation, suggest no more than two
- residency requirements