

# HAEOP

## Houston Association of Educational Office Professionals

President, Claudia McDaniel  
Secretary, Cindy Bentley

Vice-President, Brenda Anderson  
Treasurer, Mardee Lee



December 7, 2018

Dear Scholarship Advisor:

I am enclosing copies of the HAEOP Scholarship application for distribution to all students who are interested in applying. I have made 15 copies for each high school.

HAEOP awards scholarships to HCHS, NSHS, PHS, VHS, and WRHS. We are asking that the students turn in the applications no later than Friday, **March 8, 2019 (no exceptions)**.

We will determine the amount of each scholarship after our fundraisers have been completed and how many scholarships will be awarded. Historically, the amount has been \$1000.00 each.

The applications should be returned to the Counselor's office. Please send to Brenda Arnett at CBO, Pony mail 8032 no later than **March 8, 2019 (no exceptions)**. Students may drop them off at CBO (Records Management Office building G) by the deadline (**March 8, 2019**) if they wish. Our scholarship committee will select the students to whom the scholarships will be awarded. A representative from our committee will call or email you to let you know our selection. We will also send notification to each student.

You may make copies of the application if more are needed for your student body. The scholarships will be presented to the students at your Senior Awards Program, and we will need to know the date and time in order to have a representative there. Please feel free to call me if you have any questions concerning the scholarship award.

All scholarships must be obtained and student must be enrolled in a school by the second week in December of the school year the scholarship was presented. If not awarded then the award will be forfeited to the HAEOP scholarship fund and available for a new scholarship the following year

If your school puts the application on their website, you are more than welcome to do this with our scholarship. Please let us be aware of this so we can tell applicants where to look for the scholarship.

If someone in your office prints the Transcript please include the rank in class.

Again, thank you for all that you do in helping us help the students. I may be reached at 929-7805 or ext. 10805.

Sincerely,  
Brenda Arnett  
Scholarship Chairman

**Deadline: March 8, 2019**  
**NO EXCEPTIONS**

**Houston Association of Educational Office Professionals**  
**Scholarship Application**  
**VHS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zipcode

Telephone #: \_\_\_\_\_

School: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Extra Curricular Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Honors, Awards, Recognitions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Future Plans: \_\_\_\_\_  
\_\_\_\_\_  
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Reasons for Scholarship Application: \_\_\_\_\_  
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Why do you think further education is important?

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What is the most important contribution you have made to society thus far in your life?

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**PLEASE INCLUDE LATEST TRANSCRIPT**

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**INCLUDE 2 TEACHER RECOMMENDATIONS**

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**Return Completed application to: Cassandra Williams,  
VETERANS HIGH SCHOOL  
and returned to Brenda Arnett (Pony # 8032) on or before March 8, 2019**