

# HAEOP

## Houston Association of Educational Office Professionals

President, Claudia McDaniel  
Secretary, Wanda Holland

Vice-President, Lori Mayfield  
Treasurer, Sharon Riley



January 31, 2012

Dear School Secretary, Business or Agriculture Teacher:

I am enclosing copies of the HAEOP Scholarship applications for distribution to your students who are interested in applying. We will be awarding two scholarships NSHS, HCHS, PHS, VHS, and WRHS \$1000.00 each. We will be awarding one scholarship to HCCTC of \$1000.00. We are asking that the applications be turned in by Monday, **February 27th**. Our scholarship committee will then meet to 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 call/send notification to the students immediately. I am enclosing copies of the applications and you may make more if needed. I am so thankful for all that you have done in the past to help make our job easier. The scholarships will be presented to the students at your Senior Awards Program and we will need to know the date and time to have a representative there. Please feel free to call me if you have any questions concerning the scholarship award. Again, thank you for all that you do in helping us to help the students. I may be reached at the following numbers 929-7826 ext 56605.

Sincerely,

Brenda Arnett  
Scholarship Chairman

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### Guidelines

Each high school in Houston County will receive an HAEOP Scholarship application. The high school counselor or advisor may make copies and distribute the application to students who are eligible for this award.

The HAEOP scholarship committee will be responsible for selecting two students from each high school to receive the HAEOP scholarship. The counselor may make recommendations as to a suitable scholarship recipient, but the committee will make the final decision.

The scholarships awarded are two \$1000.00 for NSHS, HCHS, PHS and WRHS school. The scholarship awarded to HCCTC is for \$1000.00

To qualify, applicant:

1. Must be a graduating high school senior who has applied for admission to an institution of higher education. It is preferable but not mandatory that this student plan to enter the business field.
2. Must have taken one business courses.
3. Must complete application and provide supporting materials as follows:
  - a. Candidate's Application
  - b. Transcript (to include class records through first semester senior year)
  - c. Two letters of recommendation from teachers describing the student's activities and leadership record, student's character, personality, initiative, and financial need.
4. Must submit all material to the counselor/advisor of the high school by **Monday, February 27, 2012.**

Students chosen for this award will be notified by the scholarship committee.