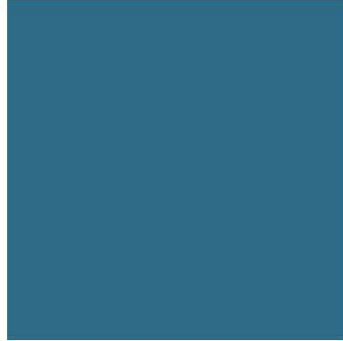


**International Association of
Administrative Professionals®**



El Camino Chapter

The Shirley Anderson CAP-OM Memorial Scholarship Award

The El Camino Chapter awards a \$500 scholarship annually to qualified applicants who are pursuing careers in business administration.

Scholarship awards are based on professional goals, academic achievement, and financial need.

Applicants must have applied and been accepted or currently be attending a San Mateo County Community College for the purpose of pursuing a professional business career.

Scholarship award funds may be applied toward tuition, lab fees,

and books directly related to attending school.

To apply, please mail a completed application, current school transcript, and two reference forms to:

Barbara Kovach CAP-OM
Scholarship Chair
PO Box 484
Menlo Park, CA 94026

Applications must be received by:
February 29, 2012

For more information, please email el.camino.iaap@gmail.com or visit our website at elcaminoiaap@shutterfly.com



Scholarship Application for Administrative Office Professional

The El Camino Chapter
Shirley Anderson CAP-OM Memorial Scholarship Award
International Association of Administrative Professionals®

www.iaap-hp.org • www.elcaminoiaap.shutterfly.com

To be considered for The Shirley Anderson CAP-OM Memorial Scholarship Award, your application **must be postmarked** by February 29, 2012, and include all of the following items:

1. **Complete all application pages.** Type or print in blue or black ink only.
2. **Attach a narrative outlining your personal history, interests, educational goals, and how this scholarship will enhance your long-term goals.** This narrative should be typewritten, double-spaced and approximately 250 words.
3. **Attach your most recent transcripts showing your Grade Point Average. This applies to all applicants.** Remember to request transcripts from your high school or previous college in time to be turned in with your application. These transcripts are required to complete the application. If you have already attended a college full-time for at least one semester, it is not necessary to include high school transcripts. For higher education, transcripts, unofficial copies of transcripts, including those obtained via the Internet, are acceptable—it is not required that the transcript be *certified*.
4. **Attach two references using the Scholarship Reference Form** included in the packet. Inform your references that their reference forms must be *returned to you* so you can submit them with your application by February 29, 2012 – *do not send them separately from your application or your application will be considered incomplete*.
5. **Make one complete copy for your records.** Application and all requested materials *will not* be returned and must be submitted with **original signatures**. All pages submitted should be one-sided for easier duplication.
6. Submit completed application packet to the address shown below. Applications postmarked by February 29, 2012 will be accepted; applications postmarked after that date will *not* be accepted. *All information must arrive together. Please do not send transcripts, reference forms, or other information separately or your application will be considered incomplete. All application directions must be followed as described or your application will be considered incomplete.*
7. Scholarship will be presented at the El Camino Chapter Meeting on April 17, 2012. Award recipient will be contacted prior to this date. It is highly desirable that the recipient attends the El Camino Chapter meeting to accept the scholarship in person.
8. Scholarship funds will be used for academic fees and expenses. Funds will be disbursed through the community college by receipts provided by the student. Scholarship funds are not paid directly to the scholarship recipient.

Direct any questions or inquiries to Barbara Kovach CAP-OM at: el.camino.iaap@gmail.com.

Return application and all requested materials to: Barbara Kovach CAP-OM, Scholarship Chair
PO Box 484
Menlo Park, CA 94026



Scholarship Application for Administrative Office Professional

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Return application with a current school transcript and two completed Reference Forms.

Page 1 to be completed by applicant. Pages 2 and 3 to be completed by school officials and/or employer.			
1. Name: Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>			
2. Address:			
3. City:	State	Zip:	Phone:
4. School currently attending:		Advisor/Employer:	
5. Name and address of parents/guardian or spouse:			
6. Occupation of parent/guardian or spouse:			
7. Do you intend to pursue a career as an administrative office professional? Yes <input type="checkbox"/> No <input type="checkbox"/>			
8. Attach a narrative typewritten, double-spaced narrative of approximately 250 words outlining your personal history, interests, educational goals, and how this scholarship will enhance your long-term goals.			
9. What college do you plan to attend if you are awarded this scholarship?			
10. Describe extra-curricular activities and interests: (clubs, sports, volunteer work, etc.)			
11. Honors:			
<p>I understand this scholarship is to be used towards an administrative office professional education. I understand that if selected for this scholarship, funds will be disbursed through a San Mateo County Community College for tuition, academic fees, and supplies and funds are not paid directly to the recipient.</p> <p>By my signature, I acknowledge and accept the terms described.</p>			
<hr style="border: 0; border-top: 1px solid black; margin: 0;"/> Signature of Applicant			<hr style="border: 0; border-top: 1px solid black; margin: 0;"/> Date



Reference Form

To Accompany Scholarship Application For
Administrative Office Professional

The El Camino Chapter
Shirley Anderson CAP-OM Memorial Scholarship Award
International Association of Administrative Professionals®

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To be completed by school official or employer.

Applicant's Name:

1. Scholastic record (if applicable):

2. Attendance record:

3. Work and/or school performance factors: (personality, attitude, work performance, initiative)

4. Recommendation of school official or employer:

5. Other remarks:

Signature and Title

Date

**APPLICATION ALONG WITH TWO REFERENCE FORMS
MUST BE POSTMARKED BY February 29, 2012**

Return completed application packet to: Barbara Kovach CAP-OM, Scholarship Chair
PO Box 484
Menlo Park, CA 94026