

**PENNSYLVANIA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (PAEOP)**  
**HERMINE SOLT STUDENT SCHOLARSHIP GUIDELINES & CRITERIA • 2023**

The Pennsylvania Association of Educational Office Professionals (PAEOP) welcomes all qualifying students to submit a scholarship application for the 2023 Hermine Solt Student Scholarship. This is a **\$500 scholarship** that was established in 1992 for the purpose of aiding students in Pennsylvania to pursue higher education in a business-related field. This scholarship will be given to an eligible senior applicant graduating from a Pennsylvania High School or Pennsylvania Cyber Charter School to be used as either tuition assistance or as a school bookstore credit at any approved two or four-year post-secondary institution, college, or university majoring in the business field. (Examples include but not limited to: Accounting, Business, Business Administration, Business Communications, Business Management, Business Communications, International Business, Entrepreneurship, Finance, Marketing, Computer/Technology, or Secretarial/Administrative Assistant)

Additional criteria for consideration include:

1. Traits of leadership, citizenship, and service to school and community with an excellent attendance record;
2. Work, community and/or volunteer activities;
3. Financial Need;
4. Academic Performance (must have a minimum of a 3.0 G.P.A.);
5. School Activities (Clubs, Sport or Music/Arts)

In addition to completing the attached or online application, students must submit all of the following:

1. **Official High School Transcript** – if selected an original with a compressed seal will be required.
2. **One letter of recommendation** from a business teacher or school counselor who is knowledgeable of the student's citizenship, academic history/scholarship, or activities in the school and/or local community.
3. **List of all extra-curricular activities, honors, and/or community service**
4. **An essay or personal statement (approx. 250 words)**

*“Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.”*

5. **Acceptance Letter Showing Business Major**

**\*\*\*\*\*PLEASE REMEMBER TO WRITE CLEARLY!\*\*\*\*\***

The scholarship will be awarded as follows:

Applications will be given a number based on order of receipt. Names will not be provided to the committee and points will be awarded using the approved scoring rubric. Points will be totaled and applications placed in order from highest to lowest. The scholarship will be awarded based on total points earned from the application, with emphasis on financial need, community service and/or extra-curricular activities and overall high school academic record. The essay/personal statement will provide insight as to the goals and future vision for the applicant.

Scholarship winners must agree to let PAEOP use his/her photo and information for their quarterly newsletter or other members only correspondence. The winner will be invited to accept the award at the PAEOP awards banquet in April 2023 (format still to be determined). The scholarship check will be issued by the Pennsylvania Association of Educational Office Professionals (PAEOP) in the name of the student to the college or post-secondary institution the student will be attending. Scholarship proceeds must be used for tuition and/or as a credit at the student book store.

**Scholarship Packets must be postmarked no later than**  
**March 1, 2023 – NO EXCEPTIONS**

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Instructions:

- Complete this form
- Please sign/date and send in one of three ways:
  1. Mail along with all required items to: Donna Romanowski, c/o TCHS Pennock's Bridge Campus, 280 Pennock's Bridge Rd, West Grove, PA 19390
  2. Emailed by School Counselor to [donnarpaeop@gmail.com](mailto:donnarpaeop@gmail.com)

PERSONAL INFORMATION:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ (PA) Zip \_\_\_\_\_  
 County: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Numbers of Children in household: \_\_\_\_\_ Number of Children CURRENTLY in College: \_\_\_\_\_

ACADEMIC:

Current High School Attending: \_\_\_\_\_ Anticipated Grad Date \_\_\_\_\_  
 Name of High School Counselor: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Name of College/Post-Secondary Institutes Applied to:

- |          |          |     |    |
|----------|----------|-----|----|
| 1. _____ | Accepted | YES | NO |
| 2. _____ | Accepted | YES | NO |
| 3. _____ | Accepted | YES | NO |
| 4. _____ | Accepted | YES | NO |

Please list others on back (if applicable)

**Intended Major:**

- |  |                                    |  |  |
|--|------------------------------------|--|--|
| <input type="checkbox"/> Accounting          | <input type="checkbox"/> Business  | <input type="checkbox"/> Business Administration | <input type="checkbox"/> Business Communications |
| <input type="checkbox"/> Business Management | <input type="checkbox"/> Finance   | <input type="checkbox"/> Business Communications | <input type="checkbox"/> International Business  |
| <input type="checkbox"/> Entrepreneurship    | <input type="checkbox"/> Marketing | <input type="checkbox"/> Computer/Technology     | <input type="checkbox"/> Secretarial/Admin. Asst |
| <input type="checkbox"/> Other _____         |                                    |  |  |

**TO BE COMPLETED BY COUNSELING DEPARTMENT**

GPA: \_\_\_\_\_ DECILE IN CLASS: \_\_\_\_\_

CITIZENSHIP:      4-Excellent      3-Very Good      2-Good      1-Fair      0-Poor

FINANCIAL NEED:      4-Great Need      3-Above Average Need      2-Average Need      1-Some Need      0-No Need

Comments:

SCHOOL COUNSELOR'S SIGNATURE \_\_\_\_\_

**FINANCIAL INFORMATION:**

Parent/Guardian Combined Annual Gross Income  
(please check in both areas)

- <60,000
- 61,000 – 75,999
- 76,000 – 100,999
- >100,000

Student Annual Gross Income

- <2,000
- 3,000 – 4,999
- 5,000 – 9,999
- >10,000

Can you expect financial assistance from your parent(s), guardians(s) or spouse? YES NO

If yes, please specify if that assistance will help with room, board, books or other \_\_\_\_\_

Will you be participating in a Work Study Program or obtaining outside employment? YES NO

Have you applied for any other scholarships or financial aid? YES NO

Have you been awarded any scholarships or other financial awards? YES NO

If yes, how much? \_\_\_\_\_

**PLEASE ATTACH to this APPLICATION before sending:**

- Official High School Transcript**
- One letter of recommendation** from a business teacher or guidance counselor
- List of all extra-curricular activities, honors, and/or community service**
- Essay or personal statement (Approx. 250 words)**
- Acceptance Letter Showing Business Major**

I certify that the above information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*