

**APPLICATION INSTRUCTIONS AND GUIDELINES**  
**for CALIFORNIA P.E.O. SCHOLARSHIPS**  
**ACADEMIC YEAR 2025-2026**

Thank you for your interest in the P.E.O. California State Chapter Scholarships. Applicants must have permanent California residency status and must be a woman who is, or will be at the time of scholarship funding next Fall, a high school graduate (or equivalent) who will be enrolled in an accredited postsecondary educational institution in the U.S. or Canada. Recipients must be a citizen or legal permanent resident of the United States and must be able to provide proof of such if requested. The scholarship funds are for the academic year beginning with the Fall term, 2025.

**SCHOLARSHIP DESCRIPTIONS**

**Dorothy L. Weller P.E.O. Scholarship Fund - Broad field of law**

- Eligibility: Must be 18 years or older to apply. Applicants may be undergraduates working toward a career in the field of law, as well as students attending a licensed paralegal program or those attending law school.

**Ethel O. Gardner P.E.O. Scholarship Fund**

Includes Ethel O. Gardner P.E.O. Scholarship Fund, Janet H. Griswold Memorial Scholarship Fund and the Dorothy Halleck State Education Scholarship Fund. Awarded to women who are studying in a variety of academic fields.

Ethel O. Gardner P.E.O. Scholarship Fund

- Eligibility: Upper division and graduate students in any field of study including professional schools

Dorothy Halleck State Education Scholarship Fund

- Eligibility: Upper division and graduate students in the field of education (other restrictions apply)

Janet H. Griswold Memorial Scholarship Fund:

- Eligibility: Undergraduates in any field of study

**Ruth G. White P.E.O. Scholarship Fund - Broad field of medicine**

Includes Ruth G. White Scholarship and Dorothy C. Wisner Scholarship for women studying in the broad field of medicine

Ruth G. White P.E.O. Scholarship Fund

- Eligibility: For women who have completed one year of graduate study in the broad field of medicine

Dorothy C. Wisner Scholarship

- Eligibility: For women currently in college studying in the broad field of medicine

**Scholarship Selection Committee (SSC) – P.E.O. Foundation**

- Includes over 46 individual scholarships with varying specifications including some for specific fields of study, type of postsecondary institution to be attended and/or geographic residency
- Applicants for SSC Scholarships will be considered for all SSC scholarships for which they may be eligible

## APPLICATION FORM INSTRUCTIONS

- **This Application is an online fillable form.**
- **Please note that a red asterisk (\*) indicates a required field, and you will be unable to proceed to the next section of the form until a valid entry is made.**
- **In some cases, you will need to enter “0”, if applicable, when asked for financial information.**
- **Many fields throughout the Application will allow multiple entries--you must enter information in the first field in order for additional field boxes to appear.**
- **Some fields are limited as to character count. If you exceed this count, an error message will appear and you will be asked to revise your entry before proceeding to the next section.**
- **You may start and stop your work on this form by clicking the “Save” button at the bottom of any section. You will need to copy and save the link provided; it will later be used to access your partially completed Application.**

### Section I. GUIDELINES & SCHOLARSHIP SELECTION

**Scholarship Names** - Check all applicable boxes for which you are applying. One single application form submittal encompasses any combination of the four scholarships listed--so **you may submit one application to be considered for multiple awards.**

### Section II. PERSONAL INFORMATION

**Permanent Address** – Your permanent California address, even though you may live elsewhere while attending school

**Present Address** – Your address while attending school, if different from your Permanent Address

**Email Address** – This must be a **non .edu** email address

**County of Residence** – The county of residence for your Permanent Address

**Are You Claimed As A Dependent by Parents/Guardian?** - If you check “Yes” additional fields will appear, requesting information for up to two additional dependents. If your parents/guardian support more than two other dependents, please include that information, along with any expenditures for colleges or schools they are responsible for, in your Personal Narrative.

**Were You Referred to This Scholarship Application By A Member Of P.E.O.?** - Please include P.E.O. chapter letters if at all possible

### Section III. ACADEMIC INFORMATION

Please indicate which statement best describes your plans for academic school attendance for Fall term 2025:

- “I know which school I will be attending” - enter school name, city, state and zip code as indicated
- or
- “I am uncertain of which school I will be attending/I am applying to schools” - list the first school, city and state you might attend. If you wish to, you may list up to two additional schools on drop down fields.

If a scholarship is awarded, the final name of the school you are attending will be confirmed by your “Confirmation of Enrollment Form” which you will submit after July 1, 2025, even if different from the school(s) indicated on your Application.

**Degree/Major** – Indicate your next intended degree in the drop down menu. Please indicate only your major(s). If you wish, you may indicate any minors in your Personal Narrative.

**Educational Background** - Note that upon entering your most recent school name, additional fields will appear to be used as appropriate.

## Section VI. FINANCIAL STATUS

This entire section must be complete and accurate. Because it is a very important component in our decision-making process, please be sure you have indicated all of your anticipated expenses--including **YEARLY** School Expenses (i.e. Tuition, Fees, Books, etc.) This field, in particular, must always reflect an estimated amount.

Please note that you must enter a “0” when an item does not apply to you. The form will automatically calculate, but please check entries for accuracy and take note as to whether the item applies to **MONTHLY** or **YEARLY** information before you submit it.

**Total loans owed to date (excluding mortgage):** This should include all non-mortgage loans that you will be making payments on during the upcoming academic school year.

## Section VIII. UPLOAD PACKET, SIGNATURES AND RELEASES

### Upload Packet Instructions

This Application is used for each of the listed Scholarships offered by P.E.O. in California. In addition to a completed Application, each applicant must create, scan and include an Upload Packet which includes the following items:

- 1) **Personal Narrative** (1-2 Pages Maximum) - This provides insight into you as a person and can include information such as factors and challenges that have influenced your life, reasons for choosing your educational focus, your educational goals and career plans and items that contribute to your financial need. Note: If reapplying, please submit an updated Personal Narrative.
- 2) **Letters of Recommendation** (2 Required) - One recommendation should be from an academic source and the second should be a personal reference. For Letters of Recommendation submitted directly to us by your recommending source, please see the **Important Note** below.

#### Academic Recommendation

- This is best if it is from a teacher, professor, TA, counselor, or other academic personnel
- Must be on school letterhead, include a signature/title or position and include date written within the past twelve months

#### Personal Recommendation

- The relationship between you and the individual writing the letter must be clearly identified. For example: employer, church pastor, volunteer supervisor
- It must be written by someone other than a relative and include date written within past twelve months

**Important Note:** If one or both of your recommending sources wishes to submit their Letter of Recommendation directly to P.E.O., **you must ask them to do the following:**

-Attach a PDF or Word doc containing their Letter of Recommendation to an email and submit it to: [peoca.recleaders@gmail.com](mailto:peoca.recleaders@gmail.com)

-Include your **full name** in the Subject Line of their email

-All other requirements of such Letters of Recommendation, as described above, must be met

-You must include a letter to us in your Upload packet advising us that one or both of your Letters of Recommendation will be coming to us directly, indicating whether the Letter(s) will be Academic, Personal or both. Note below that we can not be responsible for ensuring that your Letter(s) are sent and/or received. This is your responsibility.

-P.E.O. can not be responsible for unidentifiable, misdirected or late Letters of Recommendation received after the January 15 deadline. Applicant assumes full responsibility of following up with referring sources to make certain that Letters have been submitted. Your referring sources will receive an auto-reply message indicating that their Letter of Recommendation has been received.

### 3) **Recent School Transcript**

Scan and submit your most recent available transcript, which must appear on school letterhead or stationery and **include grades and cumulative GPA**. Although an unofficial transcript is acceptable, an official transcript may be additionally requested prior to scholarship funding.

If you will be an entering college freshman, you must submit your most recent available high school transcript. If you are in graduate school, include both your current graduate school transcript and your final undergraduate transcript.

The complete upload packet must be scanned and merged into a single PDF file in the following order:

1. Personal Narrative
2. Letters of Recommendation (2)
3. School Transcript

For your PDF file upload, please use the naming convention as stated on the application example.

### Section IX. SUBMITTAL/FINAL NOTIFICATION OF APPLICATION SUBMISSION

After clicking on the “Submit” button, you will see a final “Thank You” box with a large green check mark. This indicates that your application has been successfully submitted. You should plan to hear from each of the Scholarship Committees you applied to prior to April 30, 2025.

## **IMPORTANT: NOTIFICATION & DISCLOSURES**

### **NOTIFICATION**

Notifications of awards will be made to all recipients before April 30, 2025. Recipients will receive awards for the academic year 2025-2026, and scholarship funds will be distributed after enrollment is officially confirmed by their academic institution.

### **TAX DISCLOSURE**

By way of this notice, you understand that under current United States federal income tax laws, any scholarship awarded may be taxable income to you and that knowledge of this information is your responsibility to take any action required. Specific information regarding the taxability of scholarships for United States residents can be found in IRS Publication No. 970, Tax Benefits for Education.

### **P.E.O. PUBLICITY & PHOTOGRAPHY CONSENT FORM**

Please read the Consent Form on the application and make your choice as to whether you consent to the terms by using the drop-down menu. Remember that you are not required to consent to these terms, and eligibility for a scholarship will not be conditioned upon whether you consent to the stated terms. Although we are not requesting photographs at this time, selected recipients may be asked to submit a photo, if they wish to provide one, at a later date.

#### **\*\*\* NOTE \*\*\***

**\*\* Complete applications must be received no later than January 15, 2025  
Early applications are encouraged**

**\*\* Incomplete applications/upload packets will not be considered**

## **SCHOLARSHIP CONTACT INFORMATION**

If you have any questions, please contact the appropriate Chair for the scholarship you're interested in. Contact information follows:

**Dorothy L. Weller P.E.O. Scholarship Fund**  
[peoca.dlw@gmail.com](mailto:peoca.dlw@gmail.com)  
Brook Foster, Chair

**Ruth G. White P.E.O. Scholarship Fund**  
[peoca.rgw@gmail.com](mailto:peoca.rgw@gmail.com)  
Lori Curie, Chair

**Ethel O. Gardner P.E.O. Scholarship Fund**  
[peoca.eog@gmail.com](mailto:peoca.eog@gmail.com)  
Helen Miller, Chair

**Scholarship Selection Committee – P.E.O.  
Foundation**  
[peoca.ssc@gmail.com](mailto:peoca.ssc@gmail.com)  
Sandra Montag, Chair