BUSINESS PROFESSIONALS OF AMERICA
ILLINOIS ASSOCIATION

SCHOLARSHIP APPLICATION PROCEDURES

The screening of applications will be made according to the conditions set forth in the Scholarship Application Procedures.

Conditions:

1. The student/member must have at least a "C" average – based on a 4.0 scale.
2. The student/member must have Junior or Senior status.
3. The student/member will be considered for all Illinois Association Scholarships; however, the student/member may only receive one State Association Scholarship.
4. Applicants will complete the Scholarship Application online developed by the scholarship committee.
5. An **official school transcript and a one-page letter of recommendation** must be submitted to the Scholarship Chairman.
6. The online application must be submitted no later than the date determined by the Scholarship Committee.
7. Required documentation must be postmarked no later than the date determined by the Scholarship Committee.
8. The application should be sent to the appropriate person so designated by the Scholarship Committee. (This person is normally the committee Chairperson, who will forward the applications to the committee members who have been, delegated the screening duty.)
9. The student/member will send to the Scholarship Chairman an email to confirm the date required documentation was mailed.

Once the applications have been reviewed for meeting the above conditions, the following procedure will be followed:

1. Applications will be ranked according to the grade point average of the students/members. (NOTE: Some grade points will be based on a 5-point system; these shall be converted to a 4-point.)
2. The applications will then be evaluated according to the point system established by the Scholarship Committee.
3. The evaluation committee, each member assessing points to the specific sections, will review each application. After all committee members have evaluated the application, the points will be totaled.
4. The applications will then be ranked in order by total points from high to low.
5. A list will be established for each scholarship, listing in rank order the winners and at least the next three alternates.
6. A letter will be sent to the Board Chairperson and the Executive Director, listing the winners and alternates.
7. Upon completion of the competitive events program at the SLC, the Scholarship Committee Chairperson will verify with the Competitive Events Director as to the

actual participation of the designated winners and the alternates in the competition.

8. The applications of the winners and alternates will be kept in the scholarship file for reference.

Notification of Scholarship Recipients

The recipients of the scholarships will be announced during the State Leadership Conference.

State Association Scholarship Recipients: Each recipient will receive the appropriate scholarship letter (See Appendix Scholarship 7, or 8, or 9, or 10, or 11, or 12) that will state the procedure to follow in order to receive a check from the State Association.

Receipt of Scholarship Funds

State Association scholarship recipients have one year following high school graduation to provide the Executive Director of the State Association with an official transcript of courses completed at their post-secondary school in order to receive the appropriate monies.