



Association of Educational Office Employees

Serving office professionals in LAUSD since 1928

P. O. Box 227186

Los Angeles, CA 90022

(323) 725-7266 FAX (323) 725-6266

TO: Principals
Senior High School College Counselors
Community Adult School Counselors
School Administrative Assistants

November 16, 2020

FROM: AEOE Scholarship Committee

RE: **2020-2021 College Scholarships**
POSTMARK DEADLINE: Friday, February 19, 2021

The Association of Educational Office Employees (AEOE) supports the office professionals and the students of LAUSD.

We will be awarding seventy two (72) \$3,000 college scholarships to LAUSD high school seniors and five (5) \$3,000 college scholarships to graduating adult students who are obtaining their high school diploma. We are asking you to make these scholarship applications available to all qualified students.

Students may visit our website for type-in forms: www.aeoe-laUSD.org these scholarships must be used within the year awarded.

Scholarship applicants must comply with the following guidelines:

- All scholarship applicants must be interested in pursuing a professional goal or career degree.
- Must attend a school within the continental United States, including Alaska and Hawaii.
- All applications must be typed or legibly printed in black ink only. **Name on application must match name on High School transcript.**
- Selection will be based on grade "B" or better and on family financial need.
- Attach sealed certified transcripts with senior grades posted. Adult students will need to attach a sealed certified transcript with your most recent grades posted.
- Proof of financial need must be included with application. Two of the following documents:
2020 W-2 Form, 2020 Income Tax Return, or the last three (3) months of 2020 pay stubs.
- All applicants must attach two (2) Letters of Recommendation from a teacher, counselor or administrator. One of the required letters may be from a community leader or job supervisor who can verify character and goals. (Letters should be no more than one page long, doubled-spaced)
- Provide a brief statement (no more than one page, 200 words, double spaced) about yourself, your goals and how you will use your scholarship. Font size: 12 Margins: 1 inch
- No faxes will be accepted.
- Application packet must be complete with all items mailed together to be considered for a scholarship.
- Incomplete and/or late applications **will be disqualified**.
- Mail the completed packet to AEOE P.O. Box # 227186, Los Angeles, CA. 90022, **must be postmarked by Friday, February 19, 2021.**

Recognition will be presented to the recipients at our Annual Awards Luncheon on Saturday, April 24, 2021 at the Quiet Cannon Restaurant pending public health approval due to the COVID-19 national pandemic. In lieu of an in-person awards luncheon a virtual event may be scheduled. Our website will have the most up to date information.

If you have any questions, please call the AEOE office at 323-725-7266 or e-mail is us at office.manager@aeoe-laUSD.org



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COLLEGE SCHOLARSHIP APPLICATION

Postmark Deadline: Friday, February 19, 2021

Please check one: _____ Senior High School Student _____ Adult School Student

APPLICANT'S NAME: _____ (Must match name on transcript)

STREET ADDRESS: _____ CITY: _____

STATE/ZIP: _____ EMAIL: _____

TELEPHONE: (HOME) _____ CELL: _____

SCHOOL CURRENTLY ATTENDING: _____ GRADUATION DATE: _____

COLLEGE PLANNING TO ATTEND: _____

MAJOR: _____

Please enclose, scan and e-mail the following with your scholarship application (in the following order):

- Completed AEOE Scholarship Application (this page)
- AEOE Financial Statement (attached)
- Proof of Income (family must provide **two** of the following documents):
2020 W-2 form; 2020 Income Tax Return, or the last (3) months of 2020 pay stubs
- Two Letters of Recommendation
- Statement about yourself (no more than 200 words, double spaced) Font: 12 Margin: 1 inch
- Sealed certified transcript with senior grades posted
-

Signature of Applicant: _____ Date: _____

Incomplete applications and/or late submissions will be disqualified. No faxes allowed. Visit our website for type-in form: www.aeoe-laUSD.org

Return your completed packet to: AEOE, P.O. Box 227186, Los Angeles, CA 90022.

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CURRENT FINANCIAL STATEMENT

(POSTMARK DEADLINE: Friday, February 19, 2021)

NAME OF APPLICANT: _____

| | | |
|------------------------------|--------|--------|
| | FATHER | MOTHER |
| PARENT(S) EMPLOYED | ◇ | ◇ |
| PARENT(S) IN SCHOOL/TRAINING | ◇ | ◇ |

COMPLETE THIS FORM AND REPORT THE AMOUNT OF CURRENT INCOME FOR ALL MEMBERS OF YOUR HOUSEHOLD (excluding foster children). This is the amount before deductions, such as taxes and Social Security. If you need more space, please attach a separate page.

| <u>SOURCES OF INCOME</u> (Attach recent verification of specified income) | <u>MONTHLY INCOME</u> | <u>GROSS INCOME FOR</u> <u>2020</u> |
|--|-----------------------|--|
| Earnings from work (FATHER) | \$ | \$ |
| Earnings from work (MOTHER) | \$ | \$ |
| Net Income from self-employment | \$ | \$ |
| Social Security, Welfare or Public Assistance | \$ | \$ |
| Pensions or Annuities, Employment Compensations/Disability Insurance/Worker's Compensation Insurance | \$ | \$ |
| Alimony/Child Support | \$ | \$ |
| Other adults in the household contributing to family income | \$ | \$ |
| TOTAL YEAR INCOME | \$ | |
| | | |

Number of Adults in Household: _____

Number of Children in Household: _____

TOTAL HOUSEHOLD SIZE: _____