



2018-2019 Scholarship Application Instruction Guide

Alpha Omicron Pi Foundation is proud to continue the high ideals of scholarship our Founders held close to their hearts through merit-based academic scholarships. Students who complete all requirements outlined in this guide and in the 2018-2019 Scholarship Application will be considered finalists for scholarships awarded for the 2018-2019 academic year.

Each applicant submitting a scholarship application is required to read, understand, and adhere to the following 2018-2019 Scholarship Application Instructions. *Failure to thoroughly follow all instructions may result in ineligibility.*

The 2018-2019 application is available through Alpha Omicron Pi's Foundation Scholarship page linked [here](#).

Questions? Contact Us!

For any questions not addressed in the scholarship application or this guide, please contact Program Manager, Sydney Talley via email (stalley@alphaomicronpi.org) or by phone (615-695-2628).

Click [here](#) to see our Quick-Start guide to scholarship applications.

For important updates and announcements about Alpha Omicron Pi Foundation scholarships and other Alpha Omicron Pi Foundation facts, announcements, and tips, follow us on Facebook and Instagram:

Facebook: <https://www.facebook.com/AOIFoundation/> Instagram: [@aoiifoundation](https://www.instagram.com/aoiifoundation)

2017	
November 1	Academic scholarship application available.
2018	
March 1	Academic scholarship application and completed recommendations due by 11:59pm Central Standard Time via SmarterSelect.
June 1	All finalists will be notified by this date whether or not they have been awarded a scholarship for the 2018-19 academic year.
July 15	Award winner acceptance packets are due back to the AOIF Foundation office.
September	Fall semester scholarship funding dispersed to universities/colleges. (Spring semester scholarship funding dispersed in January 2019.)

Applicant Eligibility

- Initiated collegiate or alumnae members of Alpha Omicron Pi in good standing with the Fraternity who comply with the Constitution and Bylaws, Book of Policies, and other Governing Documents of the Fraternity, who have met the Fraternity and chapter financial obligations, and who will be enrolled in an undergraduate or graduate degree or certificate program by September 1, 2018 of the 2018-19 academic year. *New Members may apply, but must be initiated by March 1, 2018 in order to be considered.*
- Members who will be enrolled in a post-secondary educational institution with at least part-time status (6 credit hours).
- Students with eligible academic expenses (see “Scholarship Uses” section below) not already funded by other scholarships or grants. If a member believes she may not have any eligible academic expenses able to be covered by the AOII Foundation Scholarship, please call our office to discuss.
- Members with completed applications and recommendation forms submitted by the **March 1, 2018** application deadline.

Additional Application Requirements

- Applicants can seek outside support with proofreading and application review. However, applicants are required to complete the scholarship application process on their own behalf.
- As a condition of the application, applicants agree the Alpha Omicron Pi Foundation will not communicate with third parties, including parents, regarding application status.
- No supplemental materials in addition to the required documents will be allowed, including resumes, additional recommendations, etc.

Scholarship Uses

- Scholarship funds are to be used toward academic expenses, including **tuition, course-related fees, books and supplies** required for course enrollment. Please keep in mind that the scholarship funds are mailed to the university/college directly to be applied to your student account. If some of the above mentioned items are not applied to your student account, you will need to contact us regarding ability to use scholarship funds for those expenses.
- Scholarship award funds are sent out in two installments—Fall 2018 and Spring 2019. However, if your school has a different academic schedule, know that the funds can be applied during any time in the academic year for which they are awarded. *Unused scholarship funding must be returned to Alpha Omicron Pi Foundation and cannot be held for future use.*

Application Tips

1. **Read Instructions**
 - Review this instruction guide and the information in the application carefully.
2. **Plan Ahead**
 - Preview the application in SmarterSelect **before** starting the application. When you open the application link from the AOII Foundation website, it will open the program page on SmarterSelect. Toward the bottom of the page, there is a “Preview” button. Click this to view the entire application and its requirements before actually opening a new application. Review all requirements in advance.
 - Gather all information you will need to complete the application, allow plenty of time.
 - Plan to follow up with your recommenders before the deadline of **March 1, 2018 at 11:59pm Central Time**. *The Alpha Omicron Pi Foundation does not accept any late applications or recommendation forms.*

3. Contact Recommenders Early

- You are responsible for ensuring your Alpha Omicron Pi recommender and Non-Alpha Omicron Pi recommender submit complete recommendation forms by the application deadline of **March 1, 2018 at 11:59pm Central Time**. *Submitted applications without completed recommendation forms will not be considered for any awards.*
- Follow the instructions in the “References” section of this guide for submitting recommender contact information and verifying your recommendation form submission status. *You do not have to complete your portion of the application before sending recommendation requests.*

4. Consult with the Alpha Omicron Pi Foundation

- If you have any questions about the application process, please don’t hesitate to contact Sydney Talley, Program Manager, at stalley@alphaomicronpi.org.

5. Test Technology

- Test the SmarterSelect application system. Make sure you’re familiar with its functionality and how to use it. *Alpha Omicron Pi Foundation **will not** accept late materials for any reason, including problems with technology.*

6. Proofread

- You are responsible for editing your application for accuracy prior to submission.
- Make sure your essay is well-written and free of errors; poorly-written essays will negatively affect your application score and incomplete answers may result in ineligibility.

7. Submit On Time

- Alpha Omicron Pi Foundation **will not** accept late materials for any reason. **There will be no exceptions to this requirement.**
- A complete application includes three components, all submitted by **11:59pm Central Time on Thursday, March 1, 2018**:
 1. Application form
 2. Recommendation form submitted by Alpha Omicron Pi Reference
 3. Recommendation form submitted by Non-Alpha Omicron Pi Reference

Applicant Information

Graduation Date: Indicate your **anticipated graduation date** from the degree program you will pursue during the 2018-2019 academic year. **Seniors planning to attend graduate school should select the “Alumna” category and indicate their anticipated graduate school graduation date.**

Cumulative GPA: If you are currently in an educational program, please indicate your cumulative GPA **including your Fall 2017 grades**. (If your grades have not come in yet, please skip this question and the transcript upload until those grades have come in. Once they do, please come back and fill in this portion, as well as attaching your transcript to verify that GPA.) If you are not currently in an education program but plan to be during the 2018-2019 academic year, please indicate your cumulative GPA including your most recent semester. The cumulative GPA reported on your most current transcript from the institution will be used by the Scholarship Committee Evaluators to evaluate your academic achievement.

GPA Scale: If your school uses a scale other than a 4.0, please indicate which official conversion scale you used to calculate your GPA out of a 4.0.

Academic Information & Additional Education: List the post-secondary institutions where you have pursued academic credit. Indicate the university/college name and month/year you began and ended your attendance. If you are currently attending an institution, enter your projected graduation date as the ending date.

AOII Leadership & Involvement: List up to seven Alpha Omicron Pi leadership roles that best reflect your commitment to leadership, scholarship and service. For collegiate members, positions to list include any Leaders’ Council or Cabinet positions, Committee roles, etc. For alumnae members, positions may include AAC roles,

Alumnae Chapter roles, Network roles, etc. Please note the accompanying request for information regarding your responsibilities and accomplishments in each position/office that is listed.

Campus/Panhellenic/Community Involvement & Employment: List up to seven non-AOII related activities and leadership opportunities you've participated in. Your entries should reflect a variety of activities, involvement across as many areas as possible, and demonstrated excellence. Be sure to include descriptive information in both the title and the subsequent field regarding your responsibilities and accomplishments. Scholarship Evaluators may not be as familiar with certain activities as you are. For example, instead of "Lady Knights," be more descriptive with "Lady Knights Basketball Team".

Honors & Awards: List up to five honors and awards that best reflect your commitment to leadership, scholarship and service. Please note you will be asked to describe what the honor or award recognizes. Honors and awards should be tied to any **Alpha Omicron Pi, Panhellenic, campus, community and/or employment activities, civic involvement, and/or volunteer and community service**. Your entries should reflect a variety of honors and awards and show demonstrated excellence. Be sure to include descriptive information for each honor/award so the Scholarship Evaluators can understand the caliber of each achievement.

Essay: Answer the question indicated. Your response should be well-written, organized and directly address the prompt. If your writing does not address the question, this will negatively impact your score for its content.

Minimum word count: 250; maximum word count: 300.

References

For your application to be considered, two recommenders (one AOII recommender and one Non-AOII recommender) must also submit recommendation forms via SmarterSelect. *Alpha Omicron Pi Foundation will only accept recommendations submitted via the SmarterSelect forms.*

Please note: As the applicant, YOU are responsible for ensuring your recommenders submit their completed recommendation forms by the deadline. Recommendation forms will NOT be accepted after the deadline of 11:59pm Central Time, on Thursday, March 1, 2018.

Reference Eligibility

Please use the following table to determine who is eligible to write each recommendation on your behalf depending on your category:

	Current collegiate member continuing pursuit of undergraduate degree in 2018-2019	Current collegiate senior or alumna member pursuing a graduate degree in 2018-2019	Current alumna member returning to school to pursue completion of undergraduate degree in 2018-2019
AOII recommender	Recommendation must come from a current member of your chapter's Alumna Advisory Committee (AAC) , preferably an adviser who you have worked with directly	Any AOII alumna member who knows you personally (a current Alumnae Chapter member preferred, but not required)	Any AOII alumna member who knows you personally (a current Alumnae Chapter member preferred, but not required)
Non-AOII recommender	A Non-AOII who knows you personally and can speak to your leadership, volunteer and/or professional activities. Examples include: current or former college professor, university/college official, current employer (can be from on-campus job).	A Non-AOII who knows you personally and can speak to your leadership, volunteer and/or professional activities. Examples include: current or former employer or coworker, former college professor (needs to be somewhat recent), or someone of the like. Senior collegians applying in this category can also ask a current college professor.	A Non-AOII who knows you personally and can speak to your leadership, volunteer and/or professional activities. Examples include: current/former coworker or supervisor, non-AOII personal friend, or government/clergy official who can speak to the items listed above.

The following individuals are ineligible to serve as Recommenders: Your relatives, particularly members of your immediate family, whether or not you live in the same household. Also, any AOII Foundation Scholarship Committee member serving as either Team Leader or Evaluator may not serve as a recommender in any capacity.

Requesting a Recommendation: Your recommenders should be two people who know you well, hold you in high regard and can speak clearly to your strengths. You should provide them with ample time to complete the recommendation form on your behalf and include the following items in your correspondence when asking them to serve as your recommender:

- Highlight their qualifications to show why you think that person is uniquely qualified to accurately communicate your strengths.
- Let them know that there will be a short prompt that the AOII Foundation would like them to incorporate into their recommendation of you. Also, notify them of which category (Collegiate or Alumna) you are applying.
- Offer a “no questions asked” policy allowing them to decline your request.

Sending Recommendation Requests: Once you have secured your recommenders, utilize SmarterSelect to send automated messages with links to the online recommendation form to the email addresses you provide for each recommender immediately after you enter their contact information.

Before you enter your recommenders' contact information, you should encourage them to add automated.email@smarterselect.com to their email address books to ensure they receive all communications from SmarterSelect.

If a recommender cannot complete a recommendation form on your behalf, you should submit contact information for a different recommender. You can enter a new recommender's contact information and select "Re-send Recommendation or Information Request."

If your recommender did not receive the form after you initially sent it, first have them check their junk or spam folders. If they still have not received it, you can go into SmarterSelect and select "Re-send Recommendation or Information Request."

You will receive email confirmations:

- After you have successfully entered your recommenders' contact information.
- After your recommenders have submitted their complete recommendation forms.

If you do not receive email confirmations, do NOT assume you have properly submitted your recommenders' contact information or that your recommenders have submitted complete recommendation forms. *You should monitor the status of your recommendation forms in the corresponding "Recommendations" section of your application.*

Submitting Your Application

For Alpha Omicron Pi Foundation to review your application, three components must be submitted by the deadline of **11:59pm Central Time on Thursday, March 1, 2018**:

1. Application form
2. Recommendation form submitted by Alpha Omicron Pi recommender
3. Recommendation form submitted by Non-Alpha Omicron Pi recommender

To submit your application form:

1. Be sure you have **entered all required information**.
2. Select the green **"Submit Application"** button on the "Submission Information" page.
3. If submission is successful, you will receive:
 - a. An **on-screen confirmation message**. Select the green "Print Application" button and save the printed copy for your records.
 - b. An **email with a confirmation code**. Please save this message for your records.
4. If submission is not successful, the page will refresh and you will see an error message at the top of the page.
 - a. Select the page(s) highlighted in the navigation pane to identify items with errors.
 - b. After you have corrected any errors, navigate to the "Submission Information" page and follow steps #2-3 above.
5. **Verify** your application submission status by re-opening your application and reviewing the **"Applicant Info"** box at the top of the page.

To update your application after submission (up to the deadline): Log into your application, complete changes, and re-submit. If your update is successful, you will see an on-screen confirmation message and will receive a confirmation email.

Applicant/Recipient Notifications

Alpha Omicron Pi Foundation will notify all applicants (who submitted a complete application by the deadline) by June 1, 2018 via email whether or not they were selected as a scholarship recipient. This email will be sent to the email address the applicant provided on their application.

RECIPIENT EXPECTATIONS

Recipients are required to complete the award acceptance process on their own behalf. As a condition of the acceptance process, recipients agree Alpha Omicron Pi Foundation will not communicate with third parties, including parents, regarding award status. Recipients are required to abide by the following policies:

1. A scholarship recipient must be a **member in good standing** with Alpha Omicron Pi Fraternity at the time she requests payment of her award and remain a member of good standing throughout the 2018-2019 academic year. A member in good standing is an initiated collegiate or alumna member of Alpha Omicron Pi who complies with the Constitution and Bylaws, Book of Policies, and other governing documents of the Fraternity, and who has met the Fraternity and chapter financial obligations.
2. Alpha Omicron Pi Foundation scholarship funds are intended for the use of **full-time undergraduate** and **full- or part-time graduate** students at accredited educational institutions. Full-time and part-time status is defined in accordance with the full-time and part-time policies of the recipient's university/college. An alumna scholarship recipient who is enrolled in a graduate program part-time must be enrolled in at least 6 credit hours per term that she is using these scholarship funds.
3. The award acceptance packet is made up of several pieces, which are all required to be returned by the applicant to the Alpha Omicron Pi Foundation office by July 15, 2018. This includes:
 - a. Acceptance Agreement requiring recipient's signature agreeing to the terms of the scholarship acceptance
 - b. Contact Information detailing such of both the applicant and the educational institution where the recipient will be attending school during the 2018-2019 academic year
 - c. Statement Sheet which requires a brief testimonial stating how the scholarship award will aid the recipient in her educational goals
 - d. Digital headshot for potential publication in marketing materials (must be 2MB or larger)
4. In addition to the paperwork required of the official acceptance packet, each recipient **must send a handwritten acknowledgement letter** addressed to the donor(s) of the scholarship (if applicable) or to the Alpha Omicron Pi Foundation Scholarship Committee and Board of Directors, telling them about herself and future plans. A blank card will be included with the recipient's acceptance packet and should be returned to the AOII Foundation office by July 15, 2018, regardless of the recipient.
5. Recipients **must send verification of enrollment** to the Alpha Omicron Pi Foundation. This should be a copy of the enrollment verification letter from her educational institution or can also be a copy of said information from the National Student Clearinghouse.
6. Checks **will only be issued once all materials** (acceptance packet materials, handwritten acknowledgement letter, verification of enrollment) have been received by the Alpha Omicron Pi Foundation.
7. Checks will be issued to the education institution the recipient is enrolled in for the 2018-2019 academic year to be applied directly to her student account. The Alpha Omicron Pi Foundation does not, under any circumstances, issue checks to individual members for any reason regardless if it is for reimbursement of educational expenses.
8. Misrepresentations in an application, major changes in a recipient's educational plans, or changes in Alpha Omicron Pi Fraternity membership may result in cancellation of the scholarship.
9. In 1897, the founding Alpha Omicron Pi members pledged to unite for the highest ideals of friendship, service and scholarship. Alpha Omicron Pi Foundation is proud to continue these ideals and encourage the academic excellence of our Alpha Omicron Pi members and has been committed to awarding scholarships to outstanding Alpha Omicron Pi members since 1962. Alpha Omicron Pi Foundation scholarships are made possible by the generous donors who contribute support through annual gifts and scholarship funds. As a 2018-2019 scholarship recipient, there is no direct obligation to repay the scholarship awarded, but rather we hope you will plan to make gifts to the scholarship program in the years ahead as a means of "paying it forward" so that future Alpha Omicron Pi members continue to benefit.

Failure to submit all information required, to verify information submitted in your application, or to do so by the award acceptance deadline may result in forfeiture of the award, per the discretion of the Alpha Omicron Pi Foundation.