

Tips for Successful Application



Welcome to the P.E.O. STAR Scholarship application. We are excited to learn about your high school career. To help ensure success, please familiarize yourself with STAR protocol. Before you begin your application, we suggest you:

1. Read and apply these tips.
2. Read through all the sections included in your application form prior to beginning.
3. Call on your recommending chapter for support. They are encouraged to assist you any way they can and are your first contact should you have non-technology difficulties.
4. P.E.O. Executive Office support is available from 7:30 a.m. to 4:00 p.m. Central Time (CT).
5. Your deadline is at **11:59 pm Eastern Time (ET)** 30 calendar days from when your link is sent to you from the P.E.O. STAR supervisor. **This deadline is firm.**

Activity Charts: Extracurricular (EC) and Community Service (CS)

Before you begin your application, consider the activities in which you have been involved in during your high school years. Determine where each activity should be included in the application based on these criteria:

- Extracurricular (EC) activities are those pursued **in addition** to the normal course of study, such as student council and sports. Your school classes are not considered extracurricular. See exception noted in item 2 below.
 - Community service (CS) activities are volunteer efforts within the community that benefit the community at large such as serving meals at a community homeless shelter.
1. You may enter an activity in both extracurricular and community service **only** when the hours spent volunteering are in addition to time spent as an officer or committee member. A clear rationale must be stated in the community service section.
 2. Many schools offer classes that are tempting to place in EC. No class credit options should be in ECs unless the class requires significant time outside of class. Examples: band, chorus, theater.
 3. ECs must span at least two years unless it is a one-year activity, such as prom committee.
 4. Limit the number of ECs to 12. Select the ECs that best reflect your talents, interests and/or leadership.
 5. If websites/blogs/entrepreneurial efforts are noted as appearing on the internet, please add the URL and ensure that it is viable.
 6. Activities within a genre may be counted separately if they require independent practice/performance time. For example, different bands, choral groups, speech/debate/drama.
 7. Mission trips (CS) must include the number of days/weeks working. Example: 160 hours for mission trips in grades 9-12 may be OK if these hours represent four (4) weeklong trips. They are not OK if they are weekend trips. Up to 40 hours/week for such ventures is appropriate unless additional work hours are specifically noted.
 8. Research/conferences/workshops/internships/shadowing opportunities must each span a minimum of four 20-hour weeks to qualify as an EC. If shorter durations, they belong in Awards/Honors/Recognitions/Experiences.

Activity Chart: Awards/Honors/Recognitions/Experiences

1. Girls' State, Girls' Nation, Governor's schools, HOBY, etc. belong in Awards/Honors/Recognitions/Experiences.
2. Talented/Gifted programs belong in Awards/Honors/Recognitions/Experiences.
3. Short-term (less than four weeks' duration) research/conferences/workshops/internships/shadowing opportunities/etc. belong in Awards/Honors/Recognitions/Experiences. Do not place in ECs or CSs.
4. Indicate number of days/weeks for workshops, conferences, summits, internships, etc.
5. Foreign exchange opportunities are appropriate in Awards/Honors/Recognitions/Experiences.

Essay

1. Using paragraphs allows for easier readability.
2. It's OK to add an element of fun! Creativity within the stated parameters is encouraged.
3. SELL yourself! There is no need to list all of your achievements again. If you choose to write about achievements, select the ones that best define you and apply them to the noted essay criteria.

References

1. **Select your references wisely.** Your references should be ones who know you well and are willing to take the time to portray you in your best view.
2. Request your references to participate on your behalf based on the criteria valued by the P.E.O. STAR Scholarship.
3. Send the link to your references ASAP. Check the website regularly to ensure the references have been submitted. If a reference fails to submit by your deadline, your application will not be considered, no exceptions.
4. DO NOT include relatives in your selection of references.

Timeliness

1. Understand the deadline of 30 days after the P.E.O. STAR Scholarship link has been sent to you is firm. Your application must be submitted before **11:59 pm Eastern Time (ET)** of the 30th day to be considered. In fairness to all, there can be no exceptions.
2. P.E.O. Executive Office support is available 7:30 a.m. to 4:00 p.m. CT.
3. If you are a few hours before your deadline and encounter a glitch or computer malfunction, you may miss your deadline. Make every effort to complete your application early. The P.E.O. STAR Scholarship policy regarding deadlines clearly states there are no exceptions to this deadline.

If you receive a P.E.O. STAR Scholarship and then either choose to take a gap year or attend a college/university in a country other than the U.S. or Canada, you will forfeit your award. Please research criteria of other awards you may receive. Certain other organizations, such as the NCAA, have rules that may prohibit you from accepting other financial assistance, including this scholarship. If you submit your application and then discover you are no longer eligible, please contact the STAR supervisor immediately. Awards presented and then forfeited are given to another applicant on a wait list. In fairness to other candidates, please keep the STAR supervisor and your recommending chapter apprised of your plans.