

Kern Association of Educational Office Professionals



Student Scholarship Opportunity

Provided to assist students who wish to continue with higher education and pursue a career in business administration or education.

The 2025-2026 scholarship is valued at \$1,000.00.

Please read carefully and follow the accompanying Guidelines.

Application and accompanying materials **MUST** be postmarked by March 16th, 2026 and mailed to:

Elsa Flores, Anna Espinoza
Scholarships Chair
P. O. Box 42844
Bakersfield, CA 93384

Applications can also be dropped off at KCSOS office at 1300 17th St. 5th floor
Or emailed to kaeopmain@gmail.com

Kern Association of Educational Office Professionals Student Scholarship 2025-2026 Application & Guidelines

The 2025-2026 scholarship is valued at \$1,000.00. More than one scholarship may be awarded.

CRITERIA

- Need for financial assistance
- Scholastic achievement
- Initiative
- Extracurricular Activities and
- Quality and completeness of application materials

TO QUALIFY

- Applicant must be a graduating high school student who has applied to continue his/her education OR the applicant may currently be pursuing such a course of study in an institution of higher education.
- Applicant must have maintained a grade point average of 2.0 or better in high school.
- Applicant must have applied for admission to a post-high school accredited institution and plan to enter following the granting of the scholarship or already be enrolled in an accredited college or university.
- Applicant must be a resident of Kern County.
- Applicant must intend to continue his/her education in the field of business administration or education.
- Applicant shall be responsible for the completion and return of all required support materials to the KAEOP Scholarship Chairman before the deadline date.

APPLICATION

An application will be considered complete when the KAEOP Scholarship Chairman has received the following items:

- Completed application and biographical information forms included on pages 4 and 5.
- **Official** copy of high school transcript (or university/college transcript for higher education applicants) in a sealed envelope. High School transcript must indicate class rank. College transcript must show cumulative GPA.
- Completed one-page essay on "Why I am choosing a Career in Business or Education."
- Submit THREE letters of recommendation: (a) from a principal, counselor or other school administrator describing the candidate's activities, leadership record, character, personality, initiative, and home background; (b) from a language arts or math teacher, and (c) from someone other than a KAEOP member or other than a family member.

SELECTION CRITERIA/PROCEDURE

- Recommendations 10%
- Activities/School/Extracurricular 10%
- Financial Need 30%
- One-Page Essay 20%
- Scholastic Record (official transcript) 30%

The KAEOP Scholarship Chairman will select a panel of judges to review applications and select the winning application(s).

The KAEOP Scholarship Chairman will notify all applicants of the status of their application.

Students selected to receive a 2025-2026 KAEOP Student Scholarship will be invited to attend the KAEOP Awards Luncheon for presentation. The KAEOP Scholarship Committee will notify all candidates by April 6th, 2026 as to its selection of scholarship recipients.

AWARD DISBURSEMENT

To receive the scholarship funds, the scholarship recipient should send verification of enrollment at an accredited college or university to the KAEOP Scholarship Chairman. Upon receipt of the enrollment verification, the KAEOP Scholarship Chairman will request payment. The check, for \$1,000.00, will be awarded within 30 days.

DELAY OF SCHOLARSHIP PAYMENT

If a scholarship recipient is unable to attend a post-high school institution during the term following the granting of the scholarship and so notifies in writing to the KAEOP Scholarship Chairman, the award may be held over for one school year. The KAEOP Scholarship Chairman must receive this request letter no later than September 1st. Following receipt of the written request, the KAEOP Scholarship/Awards Chairman will confirm postponement of the scholarship award until the following year. Prior to August 1st of the following year, the scholarship recipient must request activation of their prior year scholarship by sending a letter to the KAEOP Scholarship Chairman along with proof of enrollment at a post-high school accredited institution.

CONTACT PERSONS: Anna Espinoza, Scholarship Co-Chairman
Elsa Flores KAEOP Chair
P. O. Box 42844
Bakersfield, CA 93384
Phone: (661) 636-4151 Email: elflores@kern.org, anespinoza@kern.org

Kern Association of Educational Office Professionals
2025-2026 Student Scholarship Application
Biographical Information Sheet

Name of Applicant: _____

First

Middle

Last

Father's Name: _____ Address : _____

Mother's Name: _____ Address: _____

Father's Occupation: _____ Mother's Occupation: _____

Number of parents' dependents (not including you) and their ages:

What is your chosen major? _____

What is your career objective: _____

Will your parents assist you financially in continuing your education? yes no

Will you have any other assistance (social security benefits, etc.)? yes no

Have you received any other scholarships? yes no

If yes, list name and amount : _____

How much anticipated annual assistance do you feel you will need to continue your education after graduating from high school? _____

Please check the range of your family's annual income:

Below \$25,000 \$25,000-39,999 \$40,000-69,999 \$70,000 or more

List any other family/financial/personal adversity circumstances, which should be considered:

I certify the above is true and correct.

_____ Date: _____

Signature of Applicant

**MUST BE POSTMARKED BY MARCH 16th, 2026
OR DROPPED OFF AT KCSOS OFFICE, 1300 17TH ST. 5TH FLOOR**