

**THE NEW MEXICO STATE CHAPTER
P.E.O. SISTERHOOD**



**NM SCHOLARSHIP COMMITTEE
CHAIR and COMMITTEE HANDBOOK**

2025-2026



Table of Contents

<u>Topic</u>	<u>Page</u>
List of Scholarships	3
Duties of Standing Committees	4
Duties of the Committee Chair	5-6
Policies	7
Helpful Hints for Chair	8-9
Acceptance Form	10
Tax Liability Notice	11
Expense Sheets	12-13

**P.E.O. NEW MEXICO STATE CHAPTER SCHOLARSHIPS
2025-2026**

Scholarships for New Mexico Women	Delilah Williams I & II Scholarship	Francine Neff Scholarship I, II, III, IV	NM Career & Technical Education Scholarship	New Mexico State Scholarship	Jean Boswell Foundation Scholarship
College Requirements:	DWI: Any first year student, <u>regardless</u> of the number of dual credits enrolled at a NM institution or Cottey College. DWII: Sophomore level for an academic year enrolled at a NM institution or Cottey College.	Freshman, Sophomore, Junior, or Senior level enrolled for an academic year at Cottey College.	Freshman or Sophomore level enrolled for an academic year at any vocational or technical school or community college.	Junior or Senior level enrolled for an academic year at any four-year college.	Junior or Senior level enrolled for an academic year at any four-year college.
Evaluation Criteria:	Scholastic ability, personal essay, participation in school and community activities, letters of recommendation, potential to succeed.	Scholastic ability, personal essay, participation in school and community activities, letters of recommendation, potential to succeed.	Scholastic ability, participation in school and community activities, employment history, volunteer activities, potential to succeed.	Scholastic ability, personal essay, participation in school and community activities, letters of recommendation, potential to succeed.	Scholastic ability, personal essay, participation in school and community activities, letters of recommendation, potential to succeed.
Renewable:	Yes	Yes	Yes	No	No
Payment: [Note: final amount awarded will be determined by the NMSC Exec. Board]	Paid directly to the institution in two equal installments, one each semester. (Min. of \$2,000)	Paid directly to the institution in one installment. (Min. of \$2,500)	Paid directly to the institution in one installment.. (Min. of \$1,000)	Paid directly to the institution in two equal installments, one each semester. (Min. of \$2,000)	Paid directly to the institution in one installment. (Min. of \$2,500)
Documents required for application:	Application, Most recent official transcript, Letters of recommendation Resume, and Personal statement.	Application, Most recent official transcript, Letters of recommendation Resume, and Personal statement.	Application, Most recent official transcript (if applicable), Letters of recommendation Resume, and Personal statement.	Application, Most recent official transcript, Letters of recommendation Resume, and Personal statement.	Application, Most recent official transcript, Letters of recommendation, Resume, and Personal statement.
Prior to awarding scholarship funds:	Must provide a confirmation of enrollment.	Must provide a confirmation of enrollment.	Must provide a confirmation of enrollment.	Must provide a confirmation of enrollment.	Must provide a confirmation of enrollment.
Deadline:	February 1st	February 1st	February 1st	February 1st	February 1st

**NEW MEXICO STATE CHAPTER
P.E.O. SISTERHOOD**

DUTIES of STANDING COMMITTEES

1. Each member of a committee will maintain a file of committee policies, procedures, information, expense sheets, and any pertinent committee materials. The chair will send a welcome to each committee member after the state convention each year and check to see if every member has a complete and updated file.
2. The committee files are to be updated, as needed, by the committee with the approval of the NM State Executive Board.
3. The chair will share all information and material, throughout the year, with her committee to keep them informed for continuity. THIS IS VERY IMPORTANT! THE ENTIRE COMMITTEE IS TO BE INCLUDED WHEN MAKING EVERY DECISION AND/OR RECOMMENDATION FROM THE COMMITTEE.
4. The chair will send a copy of all official correspondence (that is, any correspondence which is sent out from the committee because of decisions made by the committee) to the NMSC President, PSP Advisor, and Board Liaison for approval. This does not include the short informal notes sent between committee members and/or the NM State Executive Board.
5. The chair will copy the advisor to the committee on all correspondence.
6. The chair will keep the state president informed of her committee's activity and will send a committee report to her by January 10 for the mid-year board meeting and by March 15 for the convention packet and pre-convention board meeting each year.
7. Meetings of the committees may be held at the discretion of the chair (upon approval of the state president), with additional business being conducted through correspondence, telephone, and electronic media. The chair will set the place and time for meetings. See expense explanation. Please keep expenses to a minimum.
8. Allowed expenses for the chair and committee members are 1) mileage @ \$.40 per mile 2) postage, 3) copies, and 4) necessary supplies. Original receipts are required for all expenses.
9. The committee chair will keep an itemized list of expenses during the year on the expense sheet provided. The chair will send the completed EXPENSE SHEET to the president of the NM State Executive Board before March 15, June 15, September 15, and December 15.
10. STATE CONVENTION. The state chapter shall pay the following expenses of convention: housing for one night, double occupancy and the official meals for the standing committee chair of each state standing committee.
 - (Reference: NM State Chapter Annual Convention Proceedings [current copy], State Bylaws, Article VII, Section 3, a, 1.) 2011
 - Resource Reading: N.M. State Bylaws, Article V, Section 1-7, in the Proceedings.

**NEW MEXICO STATE CHAPTER
P.E.O. SISTERHOOD**

**DUTIES OF THE COMMITTEE CHAIR
College Scholarships Committee**

1. Immediately after convention of state chapter and upon assuming your duties as chair of this committee:
 - Contact the members of your committee
 - Send the new members the most recent copy of the College Scholarships Committee Handbook
2. Purge and update committee materials:
 - Keep all material concerning Jean Boswell and Francine Neff recipients for 6 years, as required by the International Foundation – this includes material for denied candidates.
 - All other applications should be preserved for two years and then shredded or deleted from electronic records.
 - Instruct committee members to delete all their applications and ranking tables after convention.
3. In July/August:
 - Have the NM Executive Board approve a scholarship letter to be sent to all state chapters in August. Work with an adviser from the Executive Board on content.
 - The letter should be short, concise, enthusiastic, and upbeat.
 - Encourage early applicants.
 - After the scholarship letter is approved by the NM Executive Board send it to the webmaster to place on the website and send an email notification to:
 - All local chapter presidents
 - Executive board members
 - Chairs of each chapter's NM Scholarship Committee
 - All PSPs
4. Verify enrollment of recipients for both the fall and spring semesters
 - For both fall and spring semesters, the request for ***Confirmation of Enrollment*** is sent by recipients AFTER classes begin and must be dated after classes begin. The ***Confirmation of Enrollment*** forms are to be sent directly to the NM State Scholarship Chair as approval for payment of each semester's scholarship.
 - If a student graduates after the first semester, or becomes ineligible for some reason, notification is sent to the NM State Treasurer immediately, so that no payment is made for the second semester.

5. January to March:
 - Review applicant and chapter sponsor information on the website as it is entered.
 - Advise the committee when the applications are available to be downloaded.
 - Discuss with the committee how to score and vote on the applications.
 - NOTE: While candidates may apply for all the scholarships, a candidate may only be awarded ONE scholarship.
6. For Delilah Williams I and II & NM State P.E.O. Scholarship – once decisions have been made:
 - Send emails of acceptance or regret to the recipients, non-recipients, and their sponsoring chapters.
 - Once the recipients have acknowledged receipt of the email, send these forms to those awarded a scholarship:
 - Acceptance Form (page 10)
 - Tax Liability information (page 11)
7. Once decisions have been made for the Jean Boswell, Francine Neff, and NM Career and Technical Education scholarships:
 - **The NM Scholarship Committee forwards nominee information to International/P.E.O. Foundation which verifies and finalizes scholarship awards.**
 - Once verification is received from the P.E.O. Foundation, the Committee will send emails of acceptance to recipients and their sponsors and send emails of regret to non-recipients and their sponsoring chapters.
8. Send a letter to the Local Chapter presidents encouraging chapters to consider their scholarship candidates for possible P.E.O. Membership.
9. Keep a log of your activities during the year for your Annual Report for the Convention Proceedings.
 - This report should begin with the following: “This committee chair fulfilled her duties as chair of the State Scholarship Committee as required by the Constitution of the P.E.O. Sisterhood and the bylaws of the New Mexico State Chapter.”
 - Font size 12 Times New Roman; the Proceedings are set up 1” from the top, 1” from the bottom, left 1.25”, right 1” Gutter, 0 Gutter position left). Send the digital report to the State President by **March 15**.
10. Before convention of state chapter, write the College Scholarship Committee report, which you will present at the convention of the state chapter. You can use your Annual Report for the Proceedings. Include the names of all recipients, the Chapter letters of their sponsors, as well as the amount of money awarded by the NM Executive Board, and the total number of all scholarships awarded.

POLICIES
College Scholarships Committee

- All scholarship amounts will be decided by the NM State Executive Board.
- Current forms must be used.
- All scholarship applications must be uploaded by February 1st to the nmpeo.org website.
- All scholarship awards are merit based.
- Applications will be ranked with an emphasis on academics and ability to succeed.
- A student may apply for as many scholarships for which she qualifies, but can only be awarded one per year.
- A student may not accept an internship in lieu of being a full-time student.
- A student may use the scholarship money for studying abroad if the program is under the auspices of her university.
- A student may take online classes and still be eligible for the Delilah Williams scholarship as long as classes are taken through an accredited college or university in New Mexico.
- A student may take online classes and still be eligible for the NM P.E.O. Scholarship/Jean Boswell Scholarship as long as classes are taken through an accredited college or university in the United States or Canada.
- A student attending a college high school program may apply for the Jean Boswell Scholarship or New Mexico State P.E.O. Scholarship if she can verify that she will enter college with 60 credit hours and that said hours will transfer.

HELPFUL HINTS FOR YOUR YEAR AS SCHOLARSHIP CHAIR

College Scholarships Committee

AUGUST/SEPTEMBER

Notifications

- Make a list of the current year scholarship recipients, their home addresses, phone, and email. Make a list of sponsor's names, chapter, email and phone numbers.
- Contact the students and provide your phone and email so they will be able to contact you.

Confirmation of Enrollment – Delilah Williams & New Mexico State P.E.O. Scholarship

- In August, after classes have begun, send Delilah Williams and New Mexico State Scholarship recipients an email stating that a ***Confirmation of Enrollment*** form must be requested from the Registrar at their university and include an official signature from her college or university, and be returned to you (Committee Chair) before the monies can be distributed. **Forms must be received no later than the end of September of the fall semester and the end of January of the spring semester.**
- Email copies of completed COEs to the NM State Treasurer.

Confirmation of Enrollment – International Foundation Scholarships (Jean Boswell & Francine Neff & NM CTE)

- The P.E.O. Foundation will notify recipients in the spring that they should set up an account on the Foundation Portal.
- The Foundation will send a reminder to recipients to go to the portal to submit their COEs. Send a reminder to students to watch for the International Foundation notice.

Cotter Information

- You will receive periodic mailings from Cotter about applicants who have applied or have been accepted to the college. The **NM State Cotter Chair** will also receive a copy of these mailings.
- It is the job of the NM State Cotter Chair to follow up on these emails.
- The chair may also contact local chapters about potential Cotter applicants and ask for their engagement with the applicants.

Scholarship letter

- Your "mass email" to all chapters, state officers, scholarship committee members and PSPs will need to be reviewed by the State President (with a courtesy copy to the State Board Liaison) before mailing.
- It must go out in August.
- Review previous letters and the instructions in the *Scholarship Committee's Handbook* for hints and requirements.

NOVEMBER

Successive-year scholarships – Delilah Williams, Francine Neff, and NM CTE

- Send an email regarding the renewal of the Delilah Williams 2nd year scholarship to the sponsoring chapters of first-year students, the Francine Neff 2nd, 3rd & 4th year

scholarship, and the NM Career and Technical Education (CTE) Scholarship to the sponsoring chapters.

JANUARY

Confirmation of Enrollment

- Repeat (as in August) requesting *Confirmation of Enrollment* forms for Delilah Williams and New Mexico State P.E.O. Scholarship. Jean Boswell and NM CTE are paid in full in the fall by the P.E.O. Foundation so no COE is needed. Francine Neff is handled by the Foundation.
- Send copies of the COEs to the State Treasurer for Delilah Williams, and the New Mexico P.E.O. Scholarship.

FEBRUARY/MARCH

The Scholarship Round:

- Prepare guidelines for the evaluations and email those along with the ranking sheets.
- All committee members will download the applications from the website. Send ranking sheets to each member. Those sheets will be returned by email for tabulation.
- Prepare "fill-in-the-blank" acceptance and regret emails for all applicants. Emails need to be sent to sponsoring chapters as well as recipients and non-recipients.
- It is helpful to copy the sponsors on all communication with the recipients. The women will recognize the name of their sponsor but not necessarily the name of the Chair of the Scholarship Committee. Recipients do not always reply to emails or requests.
- The Scholarship Chair must notify the Foundation of recipients and fill out an *Individual Case History Form* for each recipient.
- The International Foundation submits all recipients to the Board of Trustees for voting and acceptance. The International Foundation Scholarship Office will then notify the NM State Scholarship Chair of approval. Following notification of approval by the Foundation, chapter sponsors and applicants are notified.

Year-End Report for the Proceedings:

- Prepare a year-end report, including number of applicants, names of recipients and sponsoring chapters, and the total funding approved by the NM Executive Board to the state president by March 15 or as soon as possible afterward for inclusion in her convention report (see specific instructions on page 6).

MAY

Service on the College Scholarship Committee:

- Following the State Convention, contact new members of the committee and schedule a meeting, if possible.
- Distribute the *College Scholarships Handbook* to all new members and explain that according to the NM State By-Laws, service on this committee is for three years. The first two years of service will be as an evaluator of scholarship applications and member of the committee, with the third year of service as Committee Chair. If the senior-most member of the committee cannot serve as chair, the NM State VP will name a replacement.

**NEW MEXICO STATE CHAPTER
P.E.O. SISTERHOOD**

SCHOLARSHIP ACCEPTANCE FORM

Please complete both the top and the bottom of the form, sign and date.

Name of Scholarship:

Amount of Award:

Institution:

Name of Student:

Home Address:

Email Address:

Date of Award:

Sponsoring P.E.O. Chapter & City:

TERMS OF ACCEPTANCE

(Please read carefully then initial to affirm agreement)

_____ In accepting this scholarship, I agree that the scholarship will be used only when enrolled as a full-time student (at least 12 hours per semester) at the institution listed above.

_____ I understand that I can use the scholarship money for study abroad if the program is under the auspices of my university.

_____ I understand that I am responsible for any tax liability if I use the scholarship for room and board payments.

_____ I understand that if I withdraw voluntarily or involuntarily from this institution at any time during the year, I will be required to repay to the NM State Chapter, P.E.O. Sisterhood, the unused amount for the semester in which I withdraw. Withdrawal in the first semester voids payment for the second semester.

_____ If I decide to accept an internship for a semester in place of being a fulltime student, I will forfeit the portion of the scholarship for that semester.

_____ I will forward a report of my grades to the chair of the NM College Scholarship Committee each semester.

SIGNATURE OF STUDENT: _____ DATE: _____

Upon signing retain one copy for your records and send the original signed copy to:

Lisa Anderson-Madera
NM PEO College Scholarship Chair
3808 N. Monterey Ave
Farmington, NM 87401

IMPORTANT NOTICE

TAX LIABILITY FOR SCHOLARSHIP FUNDS

As explained in the email you received, you have been awarded a scholarship from New Mexico P.E.O. The purpose of this notice is to make you aware of the income tax treatment of your grant.

Scholarship funds may be used for all academic expenses including tuition, fees, books, supplies, and other needed items such as uniforms, special equipment, or tools. Funds used for tuition and fees or required books and equipment are usually non-taxable for income tax purposes. Funds used for meals or housing (room & board) may incur a tax liability. Recipients may decide on the use of the funds and will be responsible for any taxes incurred.

More information for potential applicants can be found on www.nmpeo.org/projects.

**NEW MEXICO STATE CHAPTER, P.E.O.
STANDING COMMITTEE CHAIR
EXPENSE SHEET**

(To be submitted no later than March 15, June 15, September 15, December 15)

1)Travel for meetings	Mileage @ \$.40 /mile		
Date	Purpose	Miles	Amount
2)Postage and Supplies	Include all receipts		
Date	To/For		Amount
3)Copy and Printing	Include all receipts		
Date	For		Amount
		Total 1+2+3	

Signed (Committee Chair):
Date:
Address:
Name of Committee:
Signed (President):
Treasurer's initials:
Date:
Warrant/Check #

**NEW MEXICO STATE CHAPTER, P.E.O.
STANDING COMMITTEE MEMBER
EXPENSE SHEET**

(To be submitted no later than March 15, June 15, September 15, December 15)

1)Travel for meetings	Mileage @ \$.40 /mile		
Date	Purpose	Miles	Amount
2)Postage and Supplies	Include all receipts		
Date	To/For		Amount
3)Copy and Printing	Include all receipts		
Date	For		Amount
		Total 1+2+3	

Signed (Committee Chair):
Date:
Address:
Name of Committee:
Signed (President):
Treasurer's initials:
Date:
Warrant/Check #