

Florence E. Taylor Charitable Foundation Chapter Information

The Florence E. Taylor Charitable Foundation Scholarship for women was established through the generous contribution of Florence E. Taylor, a member of Chapter C, Alberta, P.E.O. Sisterhood.

Awards are made at the discretion of the Board of Directors of the Foundation. The minimum award amount is currently \$1000 in Canadian funds. The number of scholarships awarded annually varies. The awards will be announced by mid-October.

ELIGIBILITY CRITERIA

- Have a Social Insurance Number
- Be a Canadian citizen or permanent resident
- Be a resident of Alberta or Saskatchewan for at least two years
- Be entering first or second year of **full-time study** in their first degree or diploma program
- Be studying or planning to study at any **accredited** Alberta or Saskatchewan post secondary institution
- Demonstrate financial need, based on their submitted budget projection
- Be committed to their educational goal
- Must be sponsored by a P.E.O. Chapter

* Chapters may propose an applicant more than once but an applicant may only *receive* the scholarship once.

Please review the following information before interviewing and proposing a potential candidate.

The F. E. Taylor Scholarship Committee requests that all documents be completed in electronic format. This includes the student application form, the chapter recommendation form and the cover page/checklist.

When handwritten documents are photocopied they are often difficult to read. If you or the student experience any difficulty completing the fillable forms electronically, please contact crischernuka@gmail.com or mcmaster@sasktel.net promptly.

INSTRUCTIONS TO THE CHAPTER

Proposing an applicant

1. Interview potential candidates to determine:
 - a. Eligibility - she must meet all criteria
 - b. Financial need - you may give the candidate the budget page of the application form as a worksheet to complete prior to the interview. Is her budget realistic? If there is no demonstrated financial need, please do not proceed with the application for that year
 - c. Information that may assist you in preparing the Chapter Recommendation (see Chapter Recommendation Form at the end of this document for questions.)
2. Any P.E.O. member may nominate an applicant for this scholarship. She must provide information about the applicant at a chapter meeting. The chapter should agree to the application by majority voice vote.
3. Following a chapter vote, contact the student and give her instructions on accessing the application form and the deadlines for completion that suit your chapter needs. Inform her of the process and the need to obtain transcripts and a letter of reference that will accompany her application.

NOTE: The application form indicates a deadline of August 15 but the chapter may request an earlier return. This ensures that the chapter will have time for their recommendation and the student package to arrive at Scotiatrust by the deadline of August 31.
4. Please advise applicants that they must submit **official** transcripts (or copy thereof) to the chapter. Official high school transcripts must be ordered through Alberta Education or Saskatchewan Ministry of Education by the student. Post secondary transcripts must be ordered from the institution she is attending. Applicants should be advised that there is a cost for ordering transcripts and they need to order as soon as possible to provide sufficient time for processing of requests.

NOTE:

- 1. Detailed Academic Reports or screen print inquiries from individual schools will NOT be accepted.**
- 2. Post secondary students entering 2nd year of their program no longer require high school transcripts (2024).**

Accessing and Completing the Fillable PDF Application Form

The scholarship committee requests that applications, cover page checklists and chapter recommendation forms be completed electronically. When handwritten applications are photocopied they are often difficult to read. If you or the student experiences any difficulty completing the fillable form electronically, please contact crischernuka@gmail.com or mcmaster@sasktel.net promptly.

You can download the application form yourself and save it to your device before sending it to the applicant **OR** direct them to the AB-SK provincial website as indicated in the instructions below.

The application form is available as a fillable PDF form from <https://www.peoab-sk.ca> (located under Provincial Philanthropies/Florence E. Taylor Charitable Scholarship Fund/F.E. Taylor application form).

- Download the form and save it to your device
- Open the form in Adobe Acrobat Reader
- Fill in the form, then print and sign it

NOTE: The form is only fillable if you open it in Adobe Acrobat Reader. If you do not have Reader installed on your device it can be downloaded here: <https://get.adobe.com/reader/>.

Reviewing the completed forms

Ensure that the applicant has submitted the following in the application package that she returns to the chapter:

- Application form - complete? budget as discussed? signed ? printed single-sided?
- Letter of reference in sealed envelope
- Original *or* copy of **official** final High School transcript or first year post-secondary transcript

Chapter Packages for delivery to ScotiaTrust must include:

1. **Completed COVER PAGE CHECKLIST - provided in this document . Fill electronically, print page and include as the cover page for your package submission.**
2. **Completed CHAPTER RECOMMENDATION FORM - provided in this document. Fill electronically including chapter contact information and print page.**
3. **Student application form/transcript/letter of reference.**

Send all of the above **to be received by August 31 to:**

Mary Arden
Senior Trust Officer, Florence E. Taylor Charitable Foundation
c/o Scotiatrust
Suite 2100, Stantec Tower
10220 103 Avenue NW
Edmonton, AB T5J 0K4

**F. E. Taylor Charitable Foundation
Chapter Recommendation Form**

Name of Applicant: _____

Chapter FET contact person: _____ **Chapter:** _____

Chapter Approval Date: _____

Please complete the following questions:

1. Provide relevant information regarding the applicant's need for financial assistance

2. Provide further information (in point form) regarding the applicant's academic record and educational goals.

3. What do you know or have you learned about this applicant during the interview process that inspired your chapter to sponsor her for the F.E. Taylor Charitable Foundation Scholarship (200 words or less). *Any additional information regarding the applicant's personal history, life challenges, and community involvement, may enhance the assessment of the application.*

**FLORENCE E. TAYLOR CHARITABLE FOUNDATION SCHOLARSHIP
COVER PAGE CHECKLIST**

Please find enclosed the scholarship application from

P.E.O. Chapter _____, _____ (city)

for _____ **(name of applicant)**

Enclosed are the following attachments:

Chapter recommendation form

Completed and signed application form

Official high school transcript (or copy) if entering 1st year post secondary

Official first year post secondary transcript (or copy) if entering 2nd year post secondary

Letter of reference (in a sealed envelope)

Chapter Information:

Chapter Contact: _____

Mailing Address: _____

E-mail address: _____

Phone number: _____