

## Florence E. Taylor Charitable Foundation Chapter Information

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The Florence E. Taylor Charitable Foundation Scholarship is made available to women 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, and the number of scholarships awarded annually may vary.

To be eligible to receive a scholarship, each applicant must meet the following conditions:

- Have a Social Insurance Number
- Be a Canadian citizen or permanent resident
- Have been resident in Alberta or Saskatchewan for at least two years
- Be entering first or second year of full time study in her 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 her submitted projected budget and an interview with the chapter representatives.
- Be committed to her educational goal, as shown by her commendable academic record

### INSTRUCTIONS TO THE CHAPTER

#### Proposing an applicant

1. 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.
2. The Chapter shall set a date by which the applicants must return their completed Application Package to the chapter. Keep in mind the following when setting the date:
  - a. Applicants must submit **official** transcripts (or copy thereof) to the chapter. These must be ordered through Alberta Education by the student and do incur a fee.  
**NOTE: Detailed Academic Reports will NOT be accepted.**
  - b. **Completed application packages must be submitted by the chapter to Scotia Trust to be received by August 31<sup>st</sup>**

3. Application Form
  - Applicants can download a fillable PDF application form from the public area of the Provincial website at [www.peoab-sk.ca](http://www.peoab-sk.ca) (click on Provincial Philanthropies).
  - Applicants may complete the form online, print it and give a signed copy to your chapter contact for submission. Forms may also be completed manually.
4. If there is no demonstrated financial need, please do not submit the application.
5. If the applicant is successful and has given written permission, please send a current photo and short biography to the chairman of the Florence E. Taylor Committee.

### **Reviewing the completed forms**

1. After receiving a completed application form, check that all conditions of eligibility have been met.
2. Ensure that the applicant has submitted the following in the application package that she returns to the chapter:
  - a. Applicant's personal statement - signed
  - b. Application form - complete and signed
  - c. Letter of reference in sealed envelope
  - d. Original or copy of **official** final High School and first year post-secondary transcript (where applicable).
3. Check that information regarding references (name, title, address and phone number of person providing reference) is completed on the application form.
4. **Complete the CHAPTER RECOMMENDATION FORM provided in this document, including chapter contact information.**
5. **Complete the CHECKLIST/COVER PAGE provided in this document and include as a cover page for your package submission.**
6. Send all of the above **to be received by August 31 to:**  
Trust Officer, Florence E. Taylor Charitable Foundation  
c/o Scotia Trust  
Suite 2100, Stantec Tower  
10220 103 Avenue NW  
Edmonton, AB T5J 0K4

**Please note that there must be an official final transcript of high school marks or a copy.** Detailed Academic Reports or screen print inquiry of marks will **NOT** be accepted.



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

**Name of Applicant:** \_\_\_\_\_

**Chapter FET contact person:** \_\_\_\_\_

**Recommending Chapter:** \_\_\_\_\_

**Chapter Approval Date:** \_\_\_\_\_

Please complete the following questions:

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

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

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**

**CHECKLIST/COVER PAGE**

Please find enclosed the scholarship application from

**P.E.O. Chapter** \_\_\_\_\_, \_\_\_\_\_ **(city)**

for:

\_\_\_\_\_ **(name of applicant)**

**Enclosed are the following attachments:**

\_\_\_\_\_ Letter of recommendation - with chapter contact information

\_\_\_\_\_ Completed and signed application form

\_\_\_\_\_ Personal statement - signed by applicant

\_\_\_\_\_ Official high school transcript (or copy thereof)

\_\_\_\_\_ Official first year postsecondary transcript (if applicable)

\_\_\_\_\_ Sealed letter of reference

**Chapter Information:**

Chapter Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone number: \_\_\_\_\_