

### Email Requirement

Applicants should not utilize their high school issued email as it will expire upon graduation and if they are awarded a scholarship after the initial postal letter, all correspondence will be through email.

### AHEPA Family Verification

The applicant may sponsor themselves as long as they have met the requirements, otherwise it must be an immediate family member or legal guardian as defined on page 1 of application.

### Chapter Certification

The Chapter is verifying that the sponsor of the applicant which is an immediate family member or legal guardian or self has been an active member in good standing with their chapter for a minimum of 24 continuous months prior to the scholarship deadline. The affiliated chapter president and secretary of the sponsor (be it DOP, AHEPA or MOA) must sign off on this application or it will be disqualified

Lastly, I cannot stress enough the importance of a well written and thoughtful essay and letters of recommendation are in completing the application process. The evaluators want to get a sense of the individuals, their accomplishments and their goals for the future.



## Tips for applying for a Daughters of Penelope Scholarship

Review the application process early to insure that you will be able to fulfill all the requirements in a timely manner.

Typed applications make a nicer presentation, online is a fillable scholarship application which will be more legible than a hand written application.

Spell check and grammar check.

Essay should be written in paragraph form; don't re-tell what is on your application and double space.

Applicant should choose someone who will write a recommendation that can really illuminate who they are!!

Please use black ink! Font type should be a standard font such as Arial, Times New Roman, Calibri and size should be an 11 or 12.

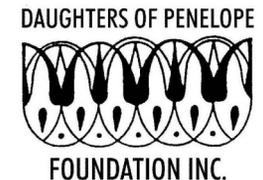
If you are unsure of something or you have a question please contact the Scholarship Chairman. She is only a phone call or email away!!

Daughters of Penelope Foundation Website  
[www.dopfoundationinc.com](http://www.dopfoundationinc.com)

Scholarship Chairman Email Address  
[dopfoundationsscholarship@gmail.com](mailto:dopfoundationsscholarship@gmail.com)



## Understanding The Daughters of Penelope Scholarship Process



Daughters of Penelope Foundation, Inc.

Presented By:  
Antoinette Marousis-Zachariades  
Scholarship Chairman

## The Daughters of Penelope Scholarships

### are Tax Free

#### *What is a tax free scholarship?*

In order for a scholarship to be tax free it must be used for tuition, books and other fees related to classes only. Further, the money must go directly to the institutions, if the money is given directly to the student it becomes a taxable scholarship and the recipient will have to pay taxes on the scholarship.

The old school of thought was by giving the applicant the money directly, it would not interfere with financial aid assistance. However, with the new rules from the IRS in regards to tax free scholarships one must think of it this way. All students do not qualify for financial aid assistance; as well financial aid assistance does not cover all expenses of school. Most students will have to take out student loans thru government programs and private loans that will have to be paid back over time. The scholarship money will reduce the loan amount.

### Duties of the Scholarship Chairman

The duties of the Scholarship Chairman are to assist the applicant in the scholarship process. As well, she receives the applications and certifies that all requirements are met. After the scholarship applications have been evaluated by an independent evaluation committee the Chairman will then notify all applicants of their results by postal mail. Further, she will continue to work with the recipients until all other required information is obtained before mailing the checks to the institutions. She must abide by the rules and regulations set forth by the Foundation and render a report to the Foundation.



### Evaluation Committee

The evaluation committee uses a rubric for evaluating the scholarships that has been provided by the Foundation. It is their duty to rank the scholarships and assign the scholarship award to the recipients. As well, the committee consists of 3 evaluators who are not Greek, not affiliated with the AHEPA Family, and not affiliated with the applicants or family members.

### The Scholarship Application

The application will be available online by the end of January on the Foundation website and the DOP Website, there are two formats available: a PDF and a Fillable PDF. Please encourage applicants to review the application process early to insure that they will be able to fulfill all the requirements in a timely manner and not wait until the eleventh hour. Applicants who wait until the last minute have a greater chance for missing items from the checklist, which will result in disqualification. As well, if they have any questions about the application process, it is better to inquire early with the Scholarship Chairman.

The scholarship application is four pages, all instructions, requirements and a check list has been provided. Please utilize the Check List and include this page as it is part of the application and it will assist in fulfilling the required elements of the process.

### Mailing Process

There are 3 different mailing procedures please utilize the one that pertains to you.

For U.S. Applicants: **United States Postal Service - Certified Mail and Return Receipt Requested (postcard or email).**

For Canadian Applicants: **Canada Post Registered Mail via Xpresspost with signature of receipt required.**

For European/Overseas Applicants: **European/Overseas equivalent mail service with signature of receipt required.**

For U.S. Applicants:

**United States Postal Service - Certified Mail and Return Receipt Requested (postcard or email).**

**Certified Mail** is a special USPS service that provides proof of mailing via a receipt to the sender. ... **Return Receipt** provides evidence of delivery in the form of a postcard signed by the recipient or an **e-mail** with an electronic copy of the recipient's signature. You will also be able to track your packet with this service. You must physically go to the post office and request this service for an extra fee.

For Canadian Applicants:

**Canada Post Registered Mail via Xpresspost with signature of receipt required** is a special Canadian Post service that provides proof of mailing via a receipt to the sender. ... **Return Receipt** provides evidence of delivery in the form of a postcard signed by the recipient or an **e-mail** with an electronic copy of the recipient's signature.

For European/Overseas Applicants:

**European/Overseas equivalent mail service with signature of receipt required.** The Europeans/Overseas are the **only applicants allowed to use UPS, FedEx and DHL, etc.** as this is their only means of mailing certified and requesting a return signed receipt.

### Postal Note

There is no need to pay extra for priority mailing or overnight mailing. The application just has to be postmarked by May 15<sup>th</sup> not be received by the Scholarship Chairman by May 15<sup>th</sup>.

