



**UTAH  
SCHOOL  
EMPLOYEES  
ASSOCIATION**

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Jason Lewis, President  
Bryan Sprague, Executive Director

**USEA/EDUCATORS MUTUAL INSURANCE ASSOCIATION  
SCHOLARSHIP APPLICATION**

**Purpose:** The **USEA/EDUCATORS MUTUAL Scholarship** is provided by EMIA and USEA as part of their ongoing commitment to Educational Support Professionals (“ESPs”).

**Award:** Each year, two \$1,000 scholarships are available. There is no guarantee that the scholarship(s) will be awarded.

Scholarship recipients receive a certificate and a \$1,000.00 cash award presented by EMIA and USEA, and are invited to attend that year’s annual Delegate Conference banquet. Names and mini-biographies of scholarship recipients are published in the annual Delegate Conference program. Names of scholarship recipients may also be printed in the USEA Review following Delegate Conference, released to the media, and submitted to the Utah State Office of Education.

**Eligibility:** Current USEA members with at least one year of continuous membership as of Jan 1 of the award year; college students & prospective college students whose parents, grandparents or legal guardians are current active, dues-paying members of USEA with continuous membership for at least one year as of Jan 1 of the award year.

Scholarship recipients must be active USEA members, or the eligible family member of an active USEA member, at the time the scholarship is awarded.

**Deadline:** All applications must be **received** by the USEA no later than 4:00pm, Mountain Time, on **March 1**. If March 1 falls on a Saturday or Sunday, the deadline shall be extended to 4:00pm, Mountain Time, on the following Monday. Applications received after the deadline will be disqualified.

Applications by e-mail are preferred but hard copies by mail are accepted. **Faxed copies will not be accepted.**

Send to:  
USEA Scholarship Committee  
Email: [wkesler@useaut.org](mailto:wkesler@useaut.org)

Questions:  
Contact: Jason Lewis  
Email: [jlewis@useaut.org](mailto:jlewis@useaut.org)

## **Application Requirements and Selection Procedure**

**Application:** Applications may come from any eligible individual, must be submitted in the specified format and must comply with the application guidelines.

**Selection:** All applications must comply with the application guidelines. The USEA President shall appoint an Outstanding Employees/Scholarship Committee to review all applications and ensure that eligibility and submission requirements are met. The Committee will forward its recommendations to the USEA President for consideration and action.

**Notification:** The scholarship recipient(s) will be notified by US Mail and announced at the annual USEA Delegate Conference.

A personal photograph, suitable for publication, will be required of the recipient(s). If unable to attend the presentation, a short video or written statement from the recipient is requested.

**Criteria:** Judging will be based on the overall appearance and substance of the application. Recipients will be selected based on their academic achievement, written statement/essay and contributions they have made within their home, school and/or community.

Additional consideration may be given to applicants who have a financial need and accomplishments in the following areas:

- Educational Goals
- Leadership
- Community Service
- Honors & Awards
- Student Activities

**Application Guidelines/Assembly of Application Packet:** Application packages must include all of the applicable materials listed below, in the specified format and order.

Formatting Instructions:

- 12-point type
- Double-spaced
- 1 inch margins all around
- All pages numbered
- Handwritten information, other than signatures, is **NOT** allowed.

❖ **Applicant data sheet** – must use the specified form and marked as ‘Page 1’ with the following pages numbered consecutively from there.

- ❖ **Applicant statement/essay** – *maximum 2 pages, double-spaced, 1 inch margins; please address each of the following criteria:*
  - **Education** – *describe your educational plans and/or career goals;*
  - **Leadership** – *describe how you have shown leadership skills by guiding directing or setting examples for others in your academic, community or personal life;*
  - **Community Service** – *describe volunteer work that benefits individuals, groups, nonprofits organizations, schools or the community;*
  - **Honors & Awards** – *list honors and/or awards you have received in academic, athletic, leadership or other areas and what have you gained from those experiences;*
  - **Student Activities** – *describe student activities in which you have participated during grade 9-12, including any elected positions held;*
- ❖ **A statement about the role ESPs have played in your life** – *maximum 150 words (approximately 1/2 page)*
- ❖ **Current students, most recent transcript (copy) showing cumulative GPA**
- ❖ **Most recent ACT scores, if available**
- ❖ **Proof of registration from the educational institution of your choice**
- ❖ **Optional letters of support** – *maximum 2 letters, 1 page each*

Applicants **may** include up to two letters of support. Letters should be from those who know the applicant well, must include how long the writer has known the applicant and in what capacity the writer is able to comment on the applicant's accomplishments.

Applications that do not comply with the guidelines, as well as late, incomplete, handwritten or faxed applications, will be disqualified.



# USEA/EMIA SCHOLARSHIP APPLICATION APPLICANT DATA SHEET

**DEADLINE: MARCH 1st**

Please use **this form** to submit the application. Failure to provide all requested information, including signatures, by the deadline will result in disqualification. Handwritten sheets will NOT be accepted.

## APPLICANT INFORMATION

Applicant Name:	_____	
District:	_____	Position or Student: _____
Work Location or School (if student)	_____	
Home Address:	_____	
Phone:	_____	Email: _____

Member Name:	_____	
District:	_____	Position: _____
Work Location	_____	
Home Address:	_____	
Phone:	_____	Email: _____

**DOCUMENTS INCLUDED WITH THIS APPLICATION:** (please mark all that apply; **bold**=required)

<input type="checkbox"/> <b>Applicant Data Sheet</b>	<input type="checkbox"/> ACT scores
<input type="checkbox"/> <b>Applicant Statement/Essay</b>	<input type="checkbox"/> <b>Registration from educational institution</b>
<input type="checkbox"/> <b>Statement re: ESPs</b>	<input type="checkbox"/> Letter of Support
<input type="checkbox"/> Current Transcript	<input type="checkbox"/> Letter of Support

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date