



*South Carolina Association
Of Extension
Administrative Professionals*

January 09, 2025

To Whom It May Concern:

The South Carolina Association of Extension Administrative Professionals (SCAEAP) offers an annual \$1,000.00 scholarship to students pursuing a career in the fields of Administrative Office Technology, Accounting, Business Management, or Business Administration. Membership in the Association consists of administrative professionals working for Clemson University Cooperative Extension Service throughout the state.

I am attaching an application form for this year's scholarship. Please duplicate and share the application with an individual you feel would be interested in applying. The application deadline is Friday, March 07, 2025. Please mail entries to:

Amanda Rudd
SCAEAP Scholarship Chair
Clemson Cooperative Extension Service
Orangeburg County Office
1550 Henley St
Orangeburg, SC 29115

If you have any questions about the scholarship, please call me at 803-516-4206. You may also e-mail me at arudd@clemson.edu. We look forward to receiving your application!

Sincerely,

Amanda Rudd

Amanda Rudd
Chairman
SCAEAP Scholarship Committee



APPLICATION FOR SCHOLARSHIP

South Carolina Association Of Extension Administrative Professionals

SCHOLARSHIP GUIDELINES

- This scholarship is offered to students* pursuing their associate or bachelor's degree in the Administrative Office Technology, Accounting, Business Management, or Business Administration field.
- Applicant must have a grade point average of 3.0 ("B") or higher.
- All applicants will be considered regardless of race, gender, religion, age, or disability.
- Applicant must be a resident of South Carolina.
- The applicant's privacy will be protected.

**Also includes members of SCAEAP and their children.*

I. DATA REGARDING APPLICANT

Name of Applicant _____
Last First Middle

Residence _____
Street/PO Box City/State Zip

E-Mail Address _____

Father's /Guardian Name _____ Occupation _____

Mother's/Guardian Name _____ Occupation _____

Parents Address

(If different from Applicant)

School Currently Attending _____

College/University Applicant Desires to Attend _____

Degree Applicant Desires to Pursue: *(Please mark one of the following)*

- Administrative Office Technology* *Accounting* *Business Management* *Business Administration*

II. ATTACHMENTS

- Certified record of high school grades. Must have seal or meet the institution's guidelines for an official transcript.**
- Two Letters of Recommendation. One from a high school teacher or department head. One from other personal source that is not a relative (employer, guidance counselor, coach, etc.).**
- List of extracurricular activities participated in during high school. Please include memberships in student societies, awards received, employment opportunities, etc.**
- One-page essay describing applicant's need for scholarship and career goals. Must be typed in Times New Roman, 12-point font with double spacing and all margins set to 1 inch.**

The above application is true and correct, and I intend to pursue a career in Administrative Office Technology, Accounting, Business Management, or Business Administration.

Signature of Applicant

Date Submitted

III. DEADLINE:

Scholarship application and requested attachments must be postmarked no later than Friday, March 14th, 2025. Applications must be mailed by the applicant to the scholarship chair. Application and attachments submitted to other county extension offices or e-mailed will not be considered.

Send application with attachments to:

**Amanda Rudd
SCAEAP Scholarship Chair
Clemson Cooperative Extension Service
Orangeburg County Office
1550 Henley
Orangeburg, SC 29115**