The online Chapter Recommendation Form and Letter (CRFL) is easy to complete and serves the important function of introducing your applicant to the PCE trustees. If you are not familiar with this form, take the time to do a practice run before attempting to submit the actual recommendation. Simply click on the ACCESS TO RECOMMENDATION FORM link and tab through the various information fields until you acquire some level of comfort with the process. Click on QUIT to exit your tutorial session.

Please note!! Once you begin the CRFL you intend to submit, you will not have the option to save a partially completed form. It is important to gather all the required information and have it at hand prior to beginning. Follow the steps outlined below to submit a well-prepared CRFL.

HELPFUL HINT: Use the TAB (not the ENTER/RETURN) key to move between each field that requires data entry, especially when making changes to previous entries. This not only allows you to navigate easily between the fields, it also insures that the information entered is set into the form.

Step 1: Are You Ready?
- Before beginning, you must have completed the Pre-Application Eligibility Worksheet. (This step takes place during the applicant interview.)
- Click on #5, ACCESS TO RECOMMENDATION FORM link and review the list of required information shown on the screen.
- After confirming all information is at hand, click Proceed to Recommendation Form.
- If not, click I am not ready. Finish preparation of required information and return to the online form.

Step 2: Recommending Chapter Information
- Complete the Recommending Chapter information including:
  - Date the applicant was interviewed
  - Date the chapter voted to sponsor the applicant
  - The grant amount requested, approved by the chapter (numbers only, no $ or comma)
  - Answer YES or NO to “has received or is currently applied” for other P.E.O. funds (this will include previous and present applications for ELF, STAR, etc.)
    - If YES, enter the source, amount(s) and dates received (mm/yyyy), or in the case of funds applied for but not yet received, enter the source, amount and date funds are to be applied
    - Click the ADD button to complete EACH entry
    - Edits can be made by clicking on the EDIT button, or DELETE the information by clicking on the X

Step 3: Chapter Contact Information
- Add the chapter CONTACT information, following the directions on the screen.
  - SEARCH for the Chapter member who will serve as the CONTACT for this applicant until the chapter receives notification of a grant award or denial
  - SELECT the correct member name
  - REVIEW and UPDATE the member contact information. ASSURE the EMAIL is correct
- Add the chapter president information.
  - If the president does not have email, enter the email of ANOTHER chapter member willing to receive email regarding this applicant. This SHOULD NOT be the same email as the chapter contact.
• Add the **APPLICANT** information, being particularly careful with the following:
  o Assure the applicant’s **EMAIL** is correct!!
  o Reconfirm the applicant’s **DATE TERM BEGINS** and **DATE TERM ENDS**!* (mm/dd/yyyy)
    * Make certain the applicant understands that the chapter is applying for one term in her education and that all information she supplies is geared toward this one term only. Do not use the graduation/completion date of the program as the **DATE TERM ENDS** unless this is the final term of study!
• Select **YES** or **NO** in answer to the five (5) questions concerning the chapter’s understanding of this application process.

**Step 4: Chapter Recommendation Letter**

• Note the **IMPORTANT** statement printed on the CRFL at the beginning of this step.
• Take time to prepare responses to the following three (3) questions **in advance** of starting this portion of the form.
• Be direct, informative and avoid repetition when introducing the candidate to the PCE trustees.
  o What do you know or have you learned about this applicant during the interview process that inspired your chapter to sponsor her for a PCE grant? (300 words maximum)
  o Explain why it is necessary for this applicant to return to school at this time. (200 words maximum)
  o Upon completion of this current course of study for which this grant is requested, what are this applicant’s immediate and realistic plans for employment or job advancements? (100 words maximum)

**Step 5: Print and Submit**

• Print the CRFL and review your entries **PRIOR** to submitting the form.
• **READ** carefully during the review process to assure the information you are submitting is correct.
• Click on the **SUBMIT** button, and wait for confirmation on the screen of the successful transmission of the form.
• You should receive a system-generated email, within 15 minutes or less, if your CRFL has been **received**. If not, call the P.E.O. office during regular business hours and ask to speak to the PCE project supervisor before submitting another CRFL.

**Step 6: Contacting the Applicant**

• Contact the applicant to let her know the chapter has submitted the recommendation.
• Advise her to expect an email from the PCE project supervisor, **pce@peodsm.org**, once the recommendation has been reviewed. (Note: The chapter contact will also receive an email when the applicant email has been sent. It will include her deadline for completing the forms.)
• Share the following points of information with her:
  o During busy months, the email with the link to the instructions and deadline for submission may take up to a month.
  o Monitor email Spam folders in case filters prevent email from being delivered directly to inbox.
  o Each applicant will have 30 days from the date she receives the email to complete and submit her Application Form and Income & Expense Statement.
  o Once submitted, continue to monitor email frequently as the PCE project supervisor may need to follow up with additional questions to confirm that accurate information will be provided to the trustees who make the grant award determination.

**Congratulations** on sponsoring a PCE applicant! Remember to **STAY IN TOUCH** with her during and after the remainder of this process. The relationship you develop with the applicant will be enriching and provide the valuable support most applicants need to finish their education.