



**Fort Leavenworth Spouses' Club (FLSC)
SCHOLARSHIP APPLICATION
2026**

The Fort Leavenworth Spouses' Club (FLSC) is committed to supporting the educational goals of military families within the Fort Leavenworth community. Through its scholarship program, FLSC seeks to recognize academic achievement, personal growth, resilience, and meaningful community involvement.

SCHOLARSHIP APPLICANT ELIGIBILITY REQUIREMENTS

1. Military Affiliation & Residency

Applicants must be a dependent of an Active-Duty service member, Veteran, National Guard member, Reservist, or military retiree from any branch of the United States Armed Forces. Applicants must reside within a **40-mile radius of Fort Leavenworth**, hereafter referred to as the **Fort Leavenworth/Leavenworth Community**.

2. Scholarship Categories

Applicants must apply under **one (1)** of the following categories:

a. High School Senior

Applicants must graduate from a Fort Leavenworth/Leavenworth Community high school during the **2025–2026 academic year** and plan to pursue either:

- i. a degree from an accredited institution of higher education, or
- ii. a vocational, trade, or technical certification program.

b. Continuing Undergraduate

Applicants must have at least one parent currently residing within the Fort Leavenworth/Leavenworth Community and be pursuing continued education at an accredited institution of higher education.

c. Spouse Education

Applicants must be the spouse of a service member assigned to or residing in the Fort Leavenworth area and pursuing one of the following:

- i. a degree or continued education at an accredited institution of higher education.
- ii. a diploma or certification from an accredited vocational, trade, technical, or professional certification program; or
- iii. continuing education required to maintain an existing professional license.
- iv. Examples of eligible programs include, but are not limited to:
 1. **Vocational/Trade/Technical programs:** plumbing, HVAC technology, welding, carpentry, mechanics, cosmetology, massage therapy
 2. **Professional certifications:** project management, accounting, healthcare, sales, and human resources
 3. **Continuing Education Units (CEUs):** healthcare providers, educators, counselors, real estate professionals, and other licensed professions

3. Acceptance Status

Applicants must be accepted, or reasonably expect to be accepted, into an accredited institution, vocational/trade/technical school, or professional certification program.

4. Enrollment Status

- a. High School Senior and Continuing Undergraduate **applicants must enroll as full-time students (as defined by the institution) during the 2025–2026 academic year.**
- b. **Spouse Education** applicants may enroll **full-time or part-time.**

5. **Academic Requirements**

High School Senior and Continuing Undergraduate applicants must have a cumulative GPA of **3.0 or higher** on a 4.0 scale.

6. **Application Completion**

Applications must be completed in full and submitted according to the instructions in this packet. Applications not formatted in accordance with the sample provided will not be considered.

7. **Privacy Act and Acknowledgement of Conditions**

Applicants must sign the **Privacy Act and the Acknowledgement of Conditions** found on **page 7**.

8. **Submission Deadline**

Completed applications must be postmarked or received electronically by 15 March 2026.

9. **Lifetime Award Limit**

An individual may receive a maximum of **two (2) FLSC scholarships** in their lifetime.

10. **Award Disbursement**

The FLSC Treasurer will mail scholarship payments directly to the school's bursar's office, which will be applied to the student's account. **Scholarship funds will not be issued directly to the student.**

SELECTION PROCESS

1. The Scholarship Chair will acknowledge receipt of all applications via email from **scholarshipflsc@gmail.com**.
2. Eligible applications will be forwarded to the Selection Committee for review in accordance with the FLSC Constitution and Bylaws.
3. The Selection Committee operates independently of the FLSC Scholarship Committee.
4. Scholarship award amounts and the number of awards are determined annually based on available funds approved by the FLSC Executive Board.
5. Applicants will be notified of award decisions by the **end of April 2026**.
6. Scholarship recipients will be recognized at the **FLSC Scholarship Award Ceremony in May 2026**. A reception will be held in honor of scholarship recipients. Recipients will be notified of the reception date, time, and location.
7. Awards are based on the number of complete and eligible application packets received.

SCHOLARSHIP APPLICATION GUIDANCE

1. **Education, Experience & Written Responses**

Applicants must:

- a. Restate each question or category on a separate page and provide a complete response.
- b. Type responses **double-spaced**, using **Times New Roman, 12-point font**.
- c. **Do not include their name** on these pages.

- d. Provide points of contact/references where applicable.
2. **Essay Requirements**
Applicants must respond to **one (1)** essay prompt. Essays must not exceed **500 words**. Essays that exceed the word limit will receive **zero (0) points** during the review process.
3. **Short-Answer Questions**
Each short-answer response must be limited to **150–250 words**.

ADDITIONAL REQUIREMENTS

1. **Official Transcript Requirement:** All applicants must submit official transcripts as part of the completed application packet. Official transcripts may be included in a sealed envelope with the application materials or submitted electronically directly from the issuing school or an authorized third-party transcript service. Electronic transcripts must be sent to **scholarshipflsc@gmail.com**. Transcripts submitted by the applicant that are unsealed or not sent directly from the school or transcript service will not be considered official. Exceptions for Spouse Education applicants may be granted upon written request to and approval by the Scholarship Chair.
2. **Application Checklist:** A checklist is available on **pages 14-15**.
3. **Ineligibility Due to Full-Tuition Awards:** Applicants who accept a full-tuition scholarship or appointment to a service academy are no longer eligible and must notify the Scholarship Chair in writing.
4. **Declined or Unclaimed Scholarships:** Scholarships declined or unclaimed by **15 November 2026** will remain in the FLSC Scholarship Fund and may be redistributed at the discretion of the Scholarship Committee.
5. **Submission Deadline:** Completed applications must be **postmarked or received electronically by 15 March 2026**.
6. **Questions and Online Access:** For questions, contact the Scholarship Chair at **scholarshipflsc@gmail.com**. Applications are also available online at **www.fortleavenworthspousesclub.org**.
7. **Photograph Requirement:** Applicants must email a current photograph (for FLSC social media use if selected) to **scholarshipflsc@gmail.com** by the application deadline.
8. **Signature Requirement:** The completed application must be signed by the applicant.
9. **Copies Required:** Two (2) copies of the completed application are required.
10. **Mailing Address:** Applicants must mail the completed application packet, letter of recommendation, and official transcript(s) to:

**Fort Leavenworth Spouses' Club
ATTN: Scholarship Chair
P.O. Box 3004
Fort Leavenworth, KS 66027**

Applications must be **postmarked no later than 15 March 2026**.

IMPARTIAL REVIEW NOTICE

To ensure fairness and objectivity, the Scholarship Chair removes all personally identifying information (including name, age, gender, race, and other identifiers) before review by the Selection Committee. Each application packet is assigned a number and evaluated anonymously. Applicants must ensure all submitted information is complete. To preserve anonymity, the Scholarship Committee cannot contact the applicant, or the applicant's parent, guardian, or sponsor for additional information.

PHOTOS AND BIOGRAPHY

If selected as a scholarship recipient, the applicant's photograph may be published on the FLSC website and used in future FLSC marketing and advertising materials. Scholarship recipients must email a brief biography to **scholarshipflsc@gmail.com**. For questions or concerns, please contact the Scholarship Chair at **scholarshipflsc@gmail.com**.

FLSC SCHOLARSHIP APPLICANT INFORMATION

Please type or print legibly in each section below. Identify your military-affiliated family member and provide their branch of service (current or prior).

I am applying for the (select one of the following options):

_____ **High School Senior**

_____ **Continuing Undergraduate**

_____ **Spouse Education**

_____ **Vocational/Certification Program**

APPLICATION INFORMATION

NAME Last, First, MI	
ADDRESS	
PHONE NUMBER	
EMAIL	

MILITARY SPONSOR INFORMATION

SM NAME Last, First, MI	
RELATION TO SERVICE MEMBER	
BRANCH WHICH THEY SERVED	
DATES OF SERVICE	
SM PHONE NUMBER	
SM EMAIL ADDRESS	

HOW DID YOU LEARN ABOUT THE FLSC SCHOLARSHIP?

_____ **School Counselor**

_____ **Parents**

_____ **Social media**

_____ **Previous Recipient**

_____ **Other**

ALL APPLICANTS MUST READ AND SIGN THE FOLLOWING:

1. Privacy Act Statement

The personal information provided in this application will be maintained by the Fort Leavenworth Scholarship Fund for administrative purposes and limited marketing use. This information will be released only to individuals responsible for evaluating scholarship applications.

Use of information for marketing purposes is limited solely to Fort Leavenworth Spouses' Club Scholarship Fund fundraising activities and is restricted to the addresses of the applicant and sponsor.

Disclosure of the requested information is voluntary. However, failure to disclose all or part of the requested information may delay or prevent evaluation of the application.

By signing below, I certify that all information provided in this application is true and correct to the best of my knowledge. I understand that any false or misleading information may result in disqualification. I further agree to abide by the conditions of the FLSC Scholarship Fund and accept the final decision of the independent Selection Committee. I understand that the decisions of the Selection Committee regarding scholarship recipients and alternates are final and not subject to appeal.

2. ACKNOWLEDGEMENT OF CONDITIONS FOR THE FLSC SCHOLARSHIP

By signing below, I acknowledge and agree to the following conditions:

1. **Use of Funds:** Scholarship awards may be applied toward tuition-related expenses only.
2. **Disbursement:** Scholarship funds will be paid directly to the academic institution upon receipt of an official **Verification of Student Enrollment** form submitted by the school's registrar's office.
3. **Availability of Funds:** Scholarship funds will be available for use beginning the **Fall 2026** term.
4. **Enrollment Deadline/Forfeiture:** Enrollment must occur no later than **15 November 2026**. Scholarship funds not claimed by **15 November 2026** will be forfeited.
5. **Declined Awards:** Scholarships that are declined will be returned to the FLSC Scholarship Fund and redistributed at the discretion of the Scholarship Committee.
6. **Eligibility Compliance:** Applications that do not meet eligibility requirements, including scholarship application guidance, will not be forwarded to the Selection Committee for consideration.
7. **Lifetime Limit:** An individual may receive a maximum of **two (2) FLSC scholarships** in their lifetime.

APPLICANT'S SIGNATURE

DATE

APPLICANTS ELIGIBILITY

All applicants must meet the following eligibility requirements.

1. ____ The applicant's parent/guardian/sponsor must be a member of any branch of the Armed Services as Active Duty, National Guard, Reserves, Veteran, or Retiree.
2. ____ The applicant is a member of the Leavenworth community (40-mile radius).

PARENT/GUARDIAN/SPONSOR'S FORT LEAVENWORTH AREA ADDRESS:

STREET

CITY

STATE

ZIP

SUMMARY OF APPLICANT EDUCATION, EXPERIENCE & ACTIVITIES

Instructions: Please provide your responses on **separate sheet(s) of paper**.

- Type and double-space **all responses**.
- Use Times New Roman, 12-point font.
- **List all items in chronological order, beginning with the most recent**

EDUCATION HISTORY

List all schools you have attended **since Grade 9** using this format:

School Name – Location – Dates Attended – Graduation Date (or Projected Graduation Date)

Additional Notes:

- If you have earned college credit, include the **number of credits completed**.
- If you earned a **GED**, list “GED” as the school’s name and include the date awarded.

Examples:

- *Westview High School – Smithville, KS – 2014–2017 – Graduation Projected May 2018*
- *Westview Community College – Smithville, KS – Aug 2017–Present – 6 credit hours completed*

SCHOOL, COMMUNITY & VOLUNTEER ACTIVITIES

List all school and volunteer activities from the **last four (4) years**. Include:

- Name of activity/organization
- Location (if applicable)
- Dates participated
- **Hours per month**
- Point of contact/reference (if available)

Activities may include (but are not limited to): athletics, clubs, band, church groups, community service, debate, student government, yearbook, etc.

Examples:

- *Senior Class Steering Committee – Westview High School – May 2016–May 2017 – 4 hrs/month*
- *County Historical Museum Tour Guide – Smithville, KS – May 2016–Jul 2017 – 8 hrs/month*

LEADERSHIP POSITIONS, AWARDS & HONORS

List leadership roles and awards earned during the **last four (4) years**, including:

- Title/award
- Organization/school
- Location (if needed)
- Dates held/received

Examples:

- *Treasurer, Senior Class Steering Committee – Westview High School – May 2017–May 2018*
- *Captain, Varsity Football Team – Westview High School – Aug–Nov 2017*
- *Eagle Scout, Troop 123 – Smithville, KS – May 2017*

EMPLOYMENT HISTORY

List all employment experience from the **last four (4) years**, including self-employment. Include:

- Employer or business name
- Job title
- Location
- Dates employed
- **Hours worked per week**
- Brief description of duties

Examples:

- *MacKing Drive-In Restaurant – Shift Leader – Smithville, KS – 15 hrs/week
March 2016–Present – Managed 5 employees in food service operations*
- *My Own Lawn Service – Manager – Smithville, KS – 40 hrs/week (summer)
June 2015–Present – Managed 3 employees providing lawn care services*

HOBBIES & INTERESTS

List any hobbies/interests **not already mentioned** above. Include:

- Description of the activity.
- How long have you been involved?

Examples:

- *Playing the violin: Taking lessons since 2013. I enjoy playing for friends and family and occasionally at weddings.*
- *Coin collecting: Collecting and attending coin shows since grade school.*

ESSAY AND SHORT ANSWER QUESTIONS

Essay (Choose ONE)

On a separate sheet of paper, respond to **one (1)** of the following prompts in **500 words or fewer**. The Selection Committee will evaluate the essay based on **format, grammar, and creativity**. (See “Scholarship Application Guidance” on pages 3-4 for writing tips.)

Choose ONE prompt:

1. **Community Awareness & Service**
What do you believe is the most pressing issue in your community today, and how do you hope to contribute to a solution?
2. **Community Impact & Future Contributions**
How have you made a positive impact on your community (school, neighborhood, or family), and how will you continue contributing to the future?
3. **Resilience & Personal Growth**
Describe a significant challenge or setback you have faced. How did it affect you? What did you learn, and what inspired or motivated you to overcome it?

Short Answer Questions

Please limit each response to approximately **150-250 words**.

1. What is something you wish others knew about you?
2. How has being a military dependent shaped your life?
3. What person (real or fictional) has inspired or impacted you the most, and why?
4. If you were an animal, which animal would you be, and why?
5. What are your goals, and how has military life influenced your ability to achieve them?

HIGH SCHOOL GUIDANCE COUNSELOR'S REPORT
(Required for High School Senior Applicants Only)

Instructions: This form must be completed by the applicant's high school guidance counselor. Please type or print legibly. Attach an official transcript in a sealed envelope to this completed form and return it to the applicant. The transcript must reflect all coursework completed from **Grade 9 to the present**.

IMPORTANT NOTICE

For the applicant to be considered by the Selection Committee, the completed scholarship application must be **mailed (postmarked by 15 March 2026)** or **emailed to scholarshipflsc@gmail.com no later than 15 March 2026**. Please return this completed form to the applicant.

APPLICANT INFORMATION

APPLICANT INFORMATION

Applicant Name: _____

High School Name: _____

High School Address: _____

Applicant's Cumulative GPA (4.0 scale): _____

ACT Score: _____

SAT Combined Score (Math + Writing): _____

COUNSELOR INFORMATION

Counselor Name: _____

Counselor Phone: _____

Counselor Email: _____

CERTIFICATION

I certify that the information provided above is accurate to the best of my knowledge.

Counselor Signature: _____

Date Completed: _____

LETTER OF RECOMMENDATION

A letter of recommendation is required and must be written by an employer, school faculty member, activity sponsor, church leader, civic leader, or neighbor who has known the applicant within the last four (4) years. Applicants are encouraged to provide the recommender sufficient time to complete and return the letter before the application deadline.

Instructions to the Letter Writer:

1. **Do not include the applicant's name or gender** in the letter. Applications are reviewed anonymously. All personally identifying information (including name, age, gender, and race) will be removed before review by the Selection Committee.
2. Address the letter to:
Fort Leavenworth Spouses' Club Scholarship Selection Committee
3. The Selection Committee recommends addressing the applicant's:
 - intellectual promise
 - work ethic/industry
 - motivation
 - leadership
 - integrity
 - interpersonal skills
 - sense of responsibility
4. Clearly state your relationship to the applicant.
5. Sign the letter and include your name and title/position.
6. Place the completed letter in an envelope and **seal it**. Sign across the seal. Write the applicant's name on the front of the envelope.
7. Return the sealed letter to the applicant. The letter must be submitted as part of the complete scholarship application packet in a single mailing.
8. **Application Deadline:** Completed applications must be postmarked **on or before 15 March 2026**.

APPLICATION CHECKLIST

All applicants must **read, initial, sign, and date** this checklist to confirm the application packet is complete and properly submitted. **Incomplete or improperly submitted applications will not be forwarded** to the FLSC Scholarship Fund Selection Committee.

APPLICANT ELIGIBILITY

___ The applicant, or the applicant's parent/guardian/sponsor, is affiliated with the U.S. Armed Forces as Active Duty, Reserve, National Guard, Veteran, or Retiree.

REQUIRED FORMS AND RESPONSES

___ Completed the **FLSC Scholarship Applicant Information** on **page 6** (and **page 12** if applying for the High School Senior or Continuing Undergraduate scholarships).

___ Read and signed the **Privacy Act Statement and Acknowledgement of Conditions** on **page 7**.

___ Completed the **Summary of Applicant Education/Experience** (pages **9-10**) according to the instructions. (Proofread all work.)

___ Included the **essay response** (page **10**). Essays over **500 words** will not be forwarded to the Selection Committee. (Proofread all work.)

___ Included responses to the **short answer questions** (page **11**). Responses exceeding **1-3 paragraphs** per question will not be forwarded to the Selection Committee. (Proofread all work.)

___ Included the **Letter of Recommendation** (page **13**) in a sealed envelope with the author's signature across the seal.

Transcript Requirements (Select the applicable category. See page 4 for more information)

High School Senior Applicants:

___ Attached official high school transcript(s) to the **Guidance Counselor's Report** (page **12**). Transcripts must include the issuing school seal. **Photocopies will not be accepted**. Copy-proof transcripts with embedded security features are acceptable.

Continuing Undergraduate Applicants:

___ Included official transcript(s) from **all colleges attended** (must match education history listed on page 9). If fewer than **30 semester hours** were completed by **31 December 2025**, an official high school transcript is also required. Transcripts must include the issuing school seal. **Photocopies will not be accepted**. Copy-proof transcripts with embedded security features are acceptable.

Spouse Education Applicants:

___ Included official transcript(s) from high school and/or college attended (must match education history listed on page 9). For assistance, contact the Scholarship Chair at **scholarshipflsc@gmail.com**. Transcripts must include the issuing school seal. **Photocopies will not be accepted**. Copy-proof transcripts with embedded security features are acceptable.

Vocational/Certification/Continuing Education Applicants:

____ Selected the applicable applicant category above (High School Senior or Spouse Education) and included all required supporting documents listed for that category.

Photo Requirement

____ Emailed a current photograph to **scholarshipflsc@gmail.com**.

Submission Requirements

____ Submitted the complete application packet and all required materials in **one (1) envelope** to:

**Fort Leavenworth Spouses' Club
ATTN: Scholarship Chair
P.O. Box 3004
Fort Leavenworth, KS 66027**

OR emailed the complete packet to: **scholarshipflsc@gmail.com**

____ The completed application packet was **postmarked or received electronically on or before 15 March 2026. LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Acknowledgement

____ I acknowledge that the decisions rendered by the FLSC Scholarship Committee are final.

Tracking Notice: For tracking purposes, please email the Scholarship Chair at **scholarshipflsc@gmail.com** once your completed application packet has been submitted. A confirmation email will be sent once the packet is received.

Applicant Signature: _____

Date: _____