

FORT LEAVENWORTH SPOUSES' CLUB SCHOLARSHIP FUND



2023 APPLICATION

The Fort Leavenworth Spouses' Club (FLSC) Scholarship Committee facilitates and awards merit-based scholarships for eligible family members of all active or retired military members of the Fort Leavenworth/Leavenworth community.

Scholarship Applicant Eligibility:

1. All applicants must be a dependent of an Active Duty, Veteran, National Guard, Reserve, or a retiree of any armed service branch. All applicants must also reside within a 40 mile radius of Fort Leavenworth (aka Fort Leavenworth/Leavenworth Community).
2. The applicant must apply for one of the below listed scholarship categories.
 - **High School Senior**: The applicant must be a Fort Leavenworth/Leavenworth community high school graduate during the 2022-2023 school year pursuing a degree at an accredited institution.
 - **Continuing Undergraduate**: The applicant must have at least one parent currently residing in the Fort Leavenworth/Leavenworth community pursuing continued education at an accredited institution.
 - **Spouse Education**: The applicant must be a spouse of a service member assigned to or residing in the Fort Leavenworth area, pursuing a degree or continued education at an accredited institution.
 - **Vocational School/Certification Program/Continuing Education Units**: The applicant must be a Fort Leavenworth/Leavenworth community high school graduate during the 2022-2023 school year or spouse of a service member assigned to or residing in the Fort Leavenworth area, pursuing a diploma or certification at an accredited vocational/trade/technical school or professional certification program. Vocational/trade/technical schools include but are not limited to: plumber, HVAC technician, welder, carpenter, mechanic, cosmetologist, massage therapist. Professional certifications include but are not limited to: project management, accounting, healthcare, sales, human resources. Continuing Education Units are for maintaining professional licenses that have already been earned, some examples could be healthcare field, teachers, professional counselors, real estate agents, etc.
3. The applicant **must** be accepted or expect to be accepted by an institution of higher education, accredited vocational/trade/technical school, or accredited professional certification program.
4. **High School Senior** and **Continuing Undergraduate Education** applicants **must** agree to enroll as a full-time student as defined by the university/college/school/program during the 2022-2023 academic year. **Spouse Education** applicants may be enrolled full- or part-time.
5. GPA Requirements:
 - **High School Senior** applicants **must** have an overall GPA of 3.0 or higher on a 4.0 scale.
 - **Continuing Undergraduate** applicants **must** have an overall GPA of 3.0 or higher on a 4.0 scale.
6. The application **must** be completed and be in accordance with the guidance provided in this application (See page 3 of this application packet). Please follow all instructions.
7. The applicant must have signed the Acknowledgement of Conditions of page 5.
8. The completed application must be postmarked on or before **1 March 2023**
9. Each applicant may not be awarded more than two scholarships from the FLSC Scholarship Committee in a lifetime.

Selection Process:

1. The FLSC 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 (as outlined in the FLSC Constitution and Bylaws).
3. **The Selection Committee is independent of the FLSC Scholarship Committee.**
4. The FLSC Scholarship Committee decides the number of scholarships and award amounts each year based on the amount of funds designated for distribution by the FLSC Executive Board.
5. Notification of awards will be mailed by the end of **April 2023**.
6. The award ceremony will be held in **May 2023**.
7. The selection process is based on the number of valid and complete application packets received.

Note: The Scholarship Chair deletes all information referencing name, age, gender, race, and other information that could be used to identify the applicant.

Scholarship Application Guidance:

1. Summary of applicant education/experience/essay:
 - a. Restate each category on a **separate** sheet(s) of paper, and then provide a complete response.
 - b. Type and double-space all responses. Please use **Times New Roman 12 point font**.
 - c. Do not put your name on these pages.
 - d. List points of contact for reference where applicable.
2. Essay: Not to exceed **500 words**. Essays with more than 500 words will be recognized with 0 points in the selection committee reviewing process.
3. Follow the instructions in each section carefully.
4. A copy of the appropriate official transcript(s) must be included with the application (exceptions may be granted for Spouse Education applicants. Please inquire with FLSC Scholarship Chair).
5. The application must be post marked on or before **1 March 2023**. An application checklist is available on pages 11 & 12.
6. If you have any questions concerning the application process, please email the FLSC Scholarship Chair at: scholarshipflsc@gmail.com. Applications are also available online at: www.fortleavenworthspousesclub.org
7. Any recipient who accepts a full-tuition scholarship or an appointment to a service academy is no longer eligible to receive an FLSC scholarship. It is the responsibility of the recipient to notify the FLSC Scholarship Chairperson, in writing, to decline the FLSC scholarship.
8. Any scholarships that are declined or unclaimed by **31 December 2023** shall remain in the FLSC Scholarship Fund. The FLSC Scholarship Committee will determine how those funds will be used.

ALL APPLICANTS MUST READ AND SIGN THE FOLLOWING:

1. Privacy Act Statement:

The enclosed personal information will be maintained by the Fort Leavenworth Scholarship Fund for administrative and marketing use and released only to the individuals needing to evaluate the application. The use for marketing purposes is restricted to Fort Leavenworth Spouses' Club Scholarship Fund fundraising events and is restricted to the use of the addresses of applicant and sponsor solely. The disclosure of the information by the applicant is voluntary, however, failure to disclose all or part of the requested information may hinder evaluation of the application.

I certify that the information in this application is true and correct to the best of my knowledge. I understand that I will be disqualified if I have included false information in this application. I agree to abide by the conditions of the FLSC Scholarship Fund and the decision of the Scholarship Funds' independent Selection Committee and in no way shall question their selection of the winners and alternatives.

2. Acknowledgement of Conditions for the FLSC Scholarship:

- a. These scholarships are for tuition-related expenses only. The award will be made directly to the academic institution upon receipt of an official school "verification of student enrollment" form sent from the registrar's office.
- b. Scholarship money will be available for use beginning with the **Fall 2023** term. Enrollment must occur no later than **31 December 2023**. Any funds not claimed by **31 December 2023** will be forfeited.
- c. Awards declined will be returned to the FLSC Scholarship Fund and used at the discretion of the FLSC Scholarship committee.
- d. If the eligibility criteria, including scholarship application guidance, are not met, the application will not be forwarded to the Selection Committee.
- e. Each applicant may not be awarded more than two scholarships from the FLSC Scholarship Committee in a 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'S/GUARDIAN/SPONSOR'S FORT LEAVENWORTH AREA ADDRESS:

STREET

CITY

STATE

ZIP

Summary of Applicant Education/Experience/Essay

Restate each category listed below on a separate sheet(s) of paper and then provide a complete response. Type and double-space all responses using **Times New Roman 12 point font**.

1. **In chronological order, beginning with the most recent, list all schools you have attended since Grade 9.** Please use the following format:

School name- Location of school- Dates attended- Graduation date/Projected date (if applicable)

If you have begun taking college credits, note after the “dates attended” the number of credits you have completed. If you have completed a GED, note that information under “school name,” and note the date the degree was awarded.

EXAMPLES:

Westview High School – Smithville, Kansas – 2014-2017 – Graduation Projected May 2018

Westview Community College – Smithville, Kansas – August 2017-present—6 credit hours complete

2. **In chronological order, list all school and volunteer activities you have participated in during the last four years.** Include the number of hours per month spent participating in these activities. List points of contacts for reference (where applicable). Activities may include, but are not limited to the following: art, athletics, band, church activities, clubs, community activities, community service, debate, dramatics, school newspaper, student government, and yearbook.

EXAMPLES:

Senior Class Steering Committee – Westview High School – May 2016-May 2017 – 4 hours/month

County Historical Museum Tour Guide – Smithville, Kansas – May 2016-July 2017—8 hours/month

3. **In chronological order, list all leadership positions held and awards/honors earned during the last four years.** Include the place and dates for which the position was held.

EXAMPLES:

Treasurer, Senior Class Steering Committee – Westview High School – May 2017-May 2018

Captain, Varsity Football Team – Westview High School – August-November 2017

Eagle Scout, Troop 123 – Smithville, Kansas – May 2017

4. **In chronological order, list all employment experiences you have had during the last four years, including self-employment opportunities if applicable.** Include the dates each position was held, a brief description of the position, and the number of hours worked per week.

EXAMPLES:

*MacKing Drive-In Restaurant – Shift Leader – Smithville, Kansas – 15 hours/week
March 2016-present – Managed 5 employees in the provision of food services*

*My Own Lawn Service – Manager – Smithville, Kansas – 40 hours/week (summertime)
June 2015-present – Managed 3 employees in the provision of lawn care*

5. **List all hobbies/interests that you have not been mentioned in responses to questions 1-4.** Describe the hobby and length of time you have been involved with the activity.

EXAMPLES:

Playing the violin. I have been taking lessons since 2013. I enjoy playing for friends, family, and occasional weddings.

Coin collecting. I have been collecting and attending coin shows since grade school.

Essay Response

Using a separate sheet of paper/document, answer one question below in 500 words or less. The Selection Committee will consider format, grammar, and creativity when scoring the essay. For additional essay guidance, please refer to “Scholarship Application Guidance” on page 3.

Please select one of the following questions to address in your essay response:

- In the age of social media, what does “engaging with integrity” look like to you?
- How has life in a military family affected the ways you see the world?
- Who has been an influential mentor in your life? Describe how they helped you through challenging times.

High School Guidance Counselor's Report

*This form is required ONLY for **High School Senior** applicants.

To complete this form, please type or print neatly. Please attach a sealed official transcript to this completed form and **return to the applicant**. The transcript should reflect all work from ninth grade to the present.

APPLICANT'S NAME: _____

HIGH SCHOOL NAME AND ADDRESS : _____

APPLICANT'S GRADE POINT AVERAGE (ON A 4.0 SCALE): _____

APPLICANT'S ACT TEST SCORE: _____

APPLICANT'S COMBINED SAT SCORE: _____
(Math + Writing)

COUNSELOR'S NAME: _____

COUNSELOR'S PHONE: _____

COUNSELOR'S EMAIL: _____

COUNSELOR'S SIGNATURE: _____

Date Report Completed: _____

Please Note: In order for the applicant to be considered by the selection committee, the student's completed application must be mailed (post marked 1 March 2023) or emailed to scholarshipflsc@gmail.com on or before 1 March 2023. Please return this form to the applicant when completed.

Fort Leavenworth Spouses' Club Scholarship Fund Letter of Recommendation

The letter of recommendation must be from an employer, school faculty member, activity sponsor, church leader, civic leader, or neighbor with whom the applicant has been associated with in the last four years. It is recommended that applicants provide the recommender adequate time to craft and return the completed letter of recommendation before the deadline.

TO THE AUTHOR:

1. Please **DO NOT** use the applicant's name or any reference to their gender in the letter. The application will be reviewed anonymously and all references to name, age, gender, and race will be deleted prior to forwarding the letter to the selection committee.
2. Please address the letter to the **Fort Leavenworth Spouses' Club Scholarship Selection Committee.**
3. The selection committee recommends that you address the following areas in your letter: intellectual promise, industry, motivation, leadership, integrity, ability to get along with others, and sense of responsibility.
4. Within the letter, please note your relationship to the applicant.
5. Seal the letter of recommendation in an envelope with your signature over the seal. Please write the applicant's name on the front of the envelope.
6. Return the completed letter in a sealed envelope to the applicant. All letters must be submitted to the FLSC Scholarship Committee as part of the entire application packet in a single mailing.
7. **Please note:** Completed applications must be postmarked by the applicant on or before **1 March 2023.**

Fort Leavenworth Spouses' Club Scholarship Fund Application Checklist

All applicants must **read, initial, and sign/date** the following checklist to ensure the application is complete and properly submitted. Incomplete or improperly submitted applications **WILL NOT** be forwarded to the FLSC Scholarship Fund Selection Committee.

**INITIAL
HERE:**

___ The applicant, or the applicant's parent/guardian/sponsor, is a member of any branch of the Active Duty, Reserve, National Guard, Veteran, or Retiree.

___ Complete the **FLSC Scholarship Applicant Information** on page 4 (and page 6 if applying for the **High School Senior** or **Continuing Education** Scholarships).

___ Read and sign the **Privacy Act Statement** and **Acknowledgement of Condition of the FLSC Scholarship** on page 5.

___ Complete the **Summary of Applicant Education/Experience** (see pages 7 & 8) according to the instructions. Please proofread all the work.

___ Include your response to the essay question (see page 8). **Essays over 500 words will not be forwarded to the selection committee.** Please proofread all the work.

___ Include the **Letter of Recommendation** (see page 10). The letter must be placed in a sealed envelope with the author's signature over the seal.

___ **HIGH SCHOOL SENIOR APPLICANTS:**

Attach your official high school transcript(s) to the Guidance Counselor's Report (see page 9). All transcripts must have the issuing school's seal imprinted on the document. **Photocopies of transcripts will not be accepted.** Transcripts printed on copy-proof paper with other security marks embedded in it will be accepted.

___ **CONTINUING UNDERGRADUATE APPLICANTS:**

Provide an official copy of transcript(s) from ALL colleges attended (must reflect information given on page 7). If the applicant has completed less than thirty (30) semester hours by 31 December 2022, an official high school transcript is also required. All transcripts must have the school's seal imprinted on the document. **Photocopies of transcripts will not be accepted.** Transcripts printed on copy-proof paper with other security marks embedded in it will be accepted.

____ **SPOUSE EDUCATION APPLICANTS:**

Provide an official copy of high school/college transcript(s) attended (must reflect information given on page 7). Please contact the FLSC Scholarship Chair at scholarshipflsc@gmail.com for assistance if needed. All transcripts must have the school's seal imprinted on the document. **Photocopies of transcripts will not be accepted.** Transcripts printed on copy-proof paper with other security marks embedded in it will be accepted.

____ **VOCATIONAL/CERTIFICATION/CONTINUING EDUCATION PROGRAM APPLICANTS:**

Please select which category above applies to you (high school senior or spouse) and include the required materials listed above.

____ Please e-mail completed applications and required materials to scholarshipflsc@gmail.com or place all materials in one (1) envelope and mail to:

**Fort Leavenworth Spouses' Club
ATTN: Scholarship Chair
P.O. Box 3004
Fort Leavenworth, Kansas 66027
or E-mail to: scholarshipflsc@gmail.com**

____ The completed application packet must be postmarked on or before **1 March 2023**.
LATE APPLICATIONS WILL NOT BE ACCEPTED .

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

For tracking purposes, please contact the FLSC Scholarship Chair at scholarshipflsc@gmail.com when the completed application packet has been submitted. An email notification will be sent once the packet is received.

APPLICANT'S SIGNATURE: _____

DATE: _____