

Kirtland Spouses' Club Scholarship Application for High School Senior and Continuing Education Students

Kirtland Spouses' Club - P.O. Box 5488 - Kirtland AFB, NM, 87185

<https://kirtlandspousesclub.com>

The Kirtland Spouses' Club is a friendly community of spouses associated with Kirtland Air Force Base with an established tradition of fellowship and philanthropy dating back to the 1950s. Our organization strives to strengthen spouse connections through organized social events and charitable service. The Kirtland Spouses' Club is a dynamic and resilient organization that continues to redefine itself to meet the needs of today's military spouses. Our membership reflects the diverse, talented, generous, and friendly military spouses that support Team Kirtland's personnel. Through this scholarship, we hope to better our community by supporting military dependents as they further their education.

Eligibility Requirements

Applicant must meet **all** of the following requirements:

- Applicant must be a dependent of a military service member active or retired meeting one of the following criteria:
 - A high school senior **OR**
 - A continuing education student currently enrolled in an undergraduate or initial degree program with a GPA of 3.0 or above on a 4.0 scale.
- Applicant must be a dependent of one of the following:
 - Armed Forces personnel assigned to Kirtland Air Force Base or on remote assignment and residing within a 50-mile radius from Kirtland Air Force Base. Armed Forces personnel are defined as members who are currently serving on active duty at the time of application in any branch of the United States Military including members of the National Guard or Reserves.
 - Retired military personnel as long as the retiree resides within a 50-mile radius of Kirtland Air Force Base.
 - If the military member is deceased, the applicant must provide proof of military benefits based on their relation to the deceased military member.
 - If a sponsor had a permanent change of station (PCS) during the 2022-2023 academic year, the applicant is eligible if they remained within a 50-mile radius of Kirtland Air Force Base.
- Applicant must be accepted to or currently enrolled in an associate/certificate program or an undergraduate degree program at an accredited college, university, or vocational school on a full-time basis (a minimum of 6 credit hours) for the Fall 2023 semester.
- An applicant may not be a previous Kirtland Spouses' Club scholarship recipient.

Application Instructions

To apply for the scholarship, please provide the following:

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- ❑ A completed and signed application form (see page 4).
- ❑ A report of all relevant coursework:
 - Official school transcript in a sealed envelope or secure electronic submission showing high school GPA, including the first semester of senior year **OR** GED completion.
 - Proof of acceptance to an accredited college, university, or vocational school on official stationery from the school's admissions office or the registrar.
- ❑ A resume, not to exceed two (2) pages, that includes:
 - Educational plans; degree program, name of the school, and major.
 - Academic honors, awards, and special recognitions received.
 - Extracurricular involvement including sports, clubs, ROTC, school activities, and community service. Account for any honors received or positions of leadership.
 - Work experience, including volunteer and paid positions with hours.
- ❑ An essay (maximum of 500 words) that answers the question, "What have you learned from being a military dependent and how will that impact your future endeavors?"
 - List the question and word count at the top of your essay.
- ❑ Two (2) signed letters of recommendation, preferably with contact information.
 - Letters must be from a teacher, employer, or adult from an organization the applicant has been a part of and who can describe the applicant's character and potential as a student, employee, or member.
- ❑ Proof of military affiliation.
 - For active duty sponsors: a copy of the sponsor's current PCS orders.
 - For retired military members: a copy of Veteran's Service Letter or DD214.

Additional Instructions

- Please write your last name on the top right hand corner of each page of the application.
- Please do not use staples or attach paper clips.
- Keep a copy of your application package for your records.
- Documents submitted will be kept by the Kirtland Spouses' Club and will not be returned to the applicant.
- Application and all associated materials must be submitted in a sealed envelope or secure email.

Application Submission

Please submit the complete application package no later than March 15, 2023.

Each applicant will receive an email confirmation from KSCScholarship@gmail.com as verification the package was properly delivered. It is the applicant's responsibility to ensure a confirmation is received.

- Method 1: Hand-deliver in a **sealed envelope** to KSC Thrift Shop, which is located on Kirtland AFB, 8150 Frost Ave. & Texas St. The Thrift Shop is open Mondays, Wednesdays, and Fridays, from 10 am to 2 pm. The shop schedule is subject to change

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due to holidays or unforeseen circumstances. Please check the website (<https://kirtlandspousesclub.com/thrift-shop>) prior to delivering.

- Method 2: Mail to KSC Scholarship Committee, P.O. Box 5488, Albuquerque, NM, 87185-5488. Mailed application packages must be postmarked no later than March 15, 2023.
- Only applicants with complete application packages by the deadline will be considered for the scholarship. All application packages received or postmarked beyond the deadline will not be considered.
- Scholarship recipients will be notified of their scholarship awards by email on or before April 21, 2023. Only scholarship recipients will be informed of the award decisions.
- All may consult the website for the list of scholarship recipients after April 30, 2023.

Upon application submission, the applicant can expect:

- An impartial and independent Scholarship Selection Committee to evaluate the complete application packages.
- Members of the Kirtland Spouses' Club are not allowed to be involved in the selection of scholarship recipients.
- All applications will be evaluated in the blind. Names of the applicants and any personal identifiers are redacted before the application packages are assessed by the Scholarship Selection Committee.
- Scholarship recipients will be selected based on scholastic achievement, academic honors or awards, school and community activities, work experience, personal statement, letters of recommendation, and application essay.
- Selection is not based on race, religion, gender, sexual orientation, national origin, or disability.

If awarded a scholarship, the recipient can expect the following limitations and conditions:

- The scholarship can only be used for tuition and school-related fees for Fall 2023.
- The scholarship can be combined with other scholarships and grants. Recipients who accept scholarships from other sources that pay 100% tuition and 100% room and board for the SY 2023-2024 or who accept an appointment to any of the service academies cannot receive a scholarship from Kirtland Spouses' Club.
- Upon the KSC's receipt of a **Letter of Agreement and Verification of Enrollment**, showing a minimum number of 6 credit hours for an associate/undergraduate degree program, a check for the amount of the scholarship award will be mailed to the school.
- The scholarship recipient is responsible for contacting the KSC Scholarship Chair (kscscholarships@gmail.com) concerning when and where the award should be sent.
- The scholarship award must be claimed by November 1, 2023, or the recipient will forfeit the award.
- Scholarship awards will be sent directly to the school after receipt of written verification of enrollment from an accredited school, college, or university.
- If the recipient is unable to use the award for any reason, the unused money will revert to the Kirtland Spouses' Club Scholarship Fund.

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This page will not be seen by the Scholarship Selection Committee.

Applicant's Personal Information

Date of Application: _____ Last Four of SSN: _____

Name: (Last) _____ (First) _____ (Middle) _____

Home Address:

(Street) _____ (Apt #) _____

(City) _____ (State) _____ (Zip) _____

Phone Number: _____ Email: _____

Sponsor's Personal Information

Sponsor's Name: _____

Sponsor's Status:

Active Duty _____ Retired _____ DOD Civilian _____ Deceased _____ Reserves/Guard _____

Sponsor's Home Address (If different from Applicant's Home Address):

(Street) _____ (Apt #) _____

(City) _____ (State) _____ (Zip) _____

Sponsor's Rank: _____ Branch of Service: _____

Sponsor's Organization: _____ Sponsor's Duty Phone: _____

Sponsor's Email: _____ Sponsor's Cell: _____

I have read and understood the limitations and conditions of the Kirtland Spouses' Club Scholarship explained in these forms. I verify that all information provided in this application package is true and accurate to the best of my knowledge and belief.

Applicant's Signature _____ Date _____

Sponsor's Signature _____ Date _____

Complete application package must be delivered/postmarked no later than March 15, 2023. For questions, please email Kirtland Spouses' Club Scholarship Chair at KSCScholarships@gmail.com.

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