



SPOUSES' CLUB MEMBER

SCHOLARSHIP APPLICATION PACKET

2018-2019 ACADEMIC YEAR

The Spouses' Club of the Fort Sam Houston Area  
Spouse Scholarship Application

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(2018-2019)

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**SCHOLARSHIP PROCESS AT A GLANCE**  
(2018-2019)

The Spouses' Club of the Fort Sam Houston Area (SCFSHA) awards Scholarships to select spouses to assist them in college, trade school or continuing education endeavors.

**A. Eligibility, spouse applicants must meet the following criteria:**

1. Must use the scholarship no later than the end of spring session 2020 at an accredited college, university, trade or technical school.
2. Must not already be the recipient of a full-tuition scholarship *which includes room and board*.
3. May not be spouse on active duty.
4. Must possess a valid military ID card.

**B. Selection Process**

1. Five independent representatives of the Fort Sam Houston community will review, evaluate and score the completed applications. The SCFSHA Scholarship Committee, under the direction of the Scholarship Committee Chairperson, will review, evaluate and score the completed applications; and develop an order of merit list (OML) to identify scholarship recipients. Prior to the evaluation process, all applicant identifiers (i.e., name, address, etc.) are removed from applications. Applications are identified by a number code, and all applications are handled in a confidential manner.
2. Selection of SCFSHA Scholarship recipients is made without regard to race, sex, religion or national origin.

**C. Recipient Information**

1. Notification of receipt of application will be sent to each applicant.
2. Scholarship recipients will be notified no later than April 1<sup>st</sup> regarding the status of their application.
3. Scholarship recipients will receive instructions regarding presentation of scholarships.
4. Upon proof of enrollment, scholarship funds will be sent directly to the institution of higher learning.
5. Any student accepting a full-tuition scholarship including room and board is ineligible to receive funds from the SPOUSES' CLUB OF THE FORT SAM HOUSTON AREA(SCFSHA) and must notify the SCFSHA (in writing) of his/her acceptance of that scholarship. The SCFSHA will then award the scholarship to the next applicant on the OML.

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- The following items must be completely filled out with the appropriate information and included in the packet you submit to SCFSHA NLT MARCH 1st.
- The Privacy Act statement (*page 1*)
- The Personal Information (*page 2*)
- The College/University or Trade/Technical School Information (*page 3*)
- The High School Activities & Honors Information (*page 4*)
- The Community Service Information (*page 5*)
- The Job Experience and Hobbies Information (*page 6*)
- Each applicant will submit a letter of recommendation as part of their completed application. The letter will be prepared in compliance with the guidelines on *page 7* of this application packet.
- Each applicant will submit official high school transcripts and SAT and/or ACT scores (in a sealed envelope) as part of his/her application. Please insure that *page 8* of the application is filled out BY THE APPLICANT'S HIGH SCHOOL COUNSELOR, and is attached to the high school transcript. Please note that transcripts must have the issuing schools raised seal imprinted on them.
- The typewritten essay, as outlined in Basic Guidelines #3 (*page iii*)

Applications will be submitted with the documents previously mentioned in this checklist and placed in the order they are mentioned (i.e., the first item in an applicant's packet will be the completed privacy act statement and the last item will be the essay).

The applicant will alert the Scholarship Committee Chairperson by email when their application has been sent, [scfshscholarship@gmail.com](mailto:scfshscholarship@gmail.com).

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**BASIC GUIDELINES**

(2018-2019)

1. Take the time to read all the instructions carefully and check your work thoroughly before submitting your application.
2. The awarding of scholarships is competitive; therefore, we recommend that every effort be made to ensure all documents, prepared by the applicant, be error free.
3. All applicants will submit an essay as part of their applications. In five hundred words or less, the applicant will address the following question:

**DISCUSS A SPECIAL ATTRIBUTE OR ACCOMPLISHMENT THAT SETS YOU APART.**

4. This essay will be typewritten and double-spaced. Neatness, grammatical accuracy and creativity should be given particular emphasis in the preparation of this essay. The essay will be placed just in front of the applicant's copy of his/her ID card.
5. All required documents and the completed application must be mailed in ONE envelope to:

Spouses' Club of the Fort Sam Houston Area  
ATTN: Scholarship Committee Chairperson  
P.O. Box 340209  
Fort Sam Houston, TX 78234-0209

6. Unless specifically addressed in the instructions for each item to be submitted, applicants will limit their responses to the space provided. Information that does not fit into the allotted space should not be submitted and will not be considered.
7. **APPLICATION DEADLINE.** Application must be postmarked **NLT March 1st**. A minimum of first class postage should be used on the application to insure timely delivery.
8. The applicant will alert the Scholarship Committee Chairperson by email when their application has been sent, [scfshscholarship@gmail.com](mailto:scfshscholarship@gmail.com).
9. Should you need additional information, contact Scholarship Committee Chairperson via email [scfshscholarship@gmail.com](mailto:scfshscholarship@gmail.com).

**TWO SCHOLARSHIP CATEGORIES: Academic & Community Service**

The SCFSHA recognizes that every student has strengths and abilities in differing areas; and for this reason, two scholarship categories have been developed: Academic and Community Service. Students have the liberty to choose which scholarship best suits their strengths and abilities. If the student would like to apply for both categories, they will be graded and placed onto each Order of Merit List separately for consideration. Please indicate your choice with your personal information on page 2.

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**PRIVACY ACT STATEMENT**  
(2018-2019)

Reference application for the SPOUSES' CLUB OF THE FORT SAM HOUSTON AREA (SCFSHA) SCHOLARSHIP.

1. Authority: Title 5, United States Code (USC) 552A.
2. Principal purpose: to obtain information from the SCFSHA scholarship applicants.
3. Routine uses: To be used as the basis for evaluating student applicants in order to determine who is best qualified to receive SCFSHA scholarships. The SCFSHA scholarships are awarded based upon the evaluation of the whole person (i.e., not just academic performance).
4. The submission of information requested in this packet is necessary in order to provide the basis for evaluation. Failure to provide all requested information (including a signed and dated privacy act statement) will result in the applicant's submission being removed from consideration.
5. I authorize my school, state and federal agencies to release any information they may have concerning me to the SCFSHA Scholarship Committee.
6. I have not been, nor am I now, involved in any infraction of policies or rules of the institution of higher learning at which I will use this scholarship.
7. I certify that the information furnished in this application is true and complete to the best of my knowledge, and that the student essay was written only by me.
8. I consent, in the event I am awarded this scholarship, to SCFSHA's use of my name, photo, and scholarship information for their promotions.
9. I agree that if I am awarded a full-tuition scholarship to include room and board, I will not accept a scholarship award from SCFSHA.

Applicant Name Printed \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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**PERSONAL INFORMATION**  
(2018-2019)

Applicant's Name: \_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
(including area code)

Sponsor's Full Name/Rank: \_\_\_\_\_

Branch of Service: \_\_\_\_\_ Active/ Retired/ Reserve/ National Guard/ Deceased  
(indicate here if DOD) (circle all one)

Mailing Address (if different than above): \_\_\_\_\_  
\_\_\_\_\_

Name of Graduating High School: \_\_\_\_\_

Street Address: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ OR Date of GED: \_\_\_\_\_

For which scholarship category would you like to be considered?

Community Service  
 Academic  
 Both

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**COLLEGE/UNIVERSITY OR TRADE/TECHNICAL SCHOOL INFORMATION**  
(2018-2019)

In chronological order, list all schools you have attended past the high school level. Include High School if you have completed less than 30 semester hours of college credit or the equivalent of technical school.

Date(s)	Name of Educational Institution	Location





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**JOB EXPERIENCE & HOBBIES**  
 (2018-2019)

List all job experience (including self-employment) for the past four years. At a minimum please include the employer's name and address, dates of employment, hours per week you were employed and your positions.

Employer/Address	Dates of Employment	Hours per Week	Position Held/ Duties

List all hobbies or interests not previously identified.

Hobby/Interest	Additional Information

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**LETTER OF RECOMMENDATION INSTRUCTIONS & COVER SHEET**  
(2018-2019)

This letter must be from a faculty member, employer, or other community member whom the applicant has known at sometime during high school. The author may not be related to the applicant. **ONLY ONE LETTER IS AUTHORIZED PER APPLICATION.**

**Cover Sheet**

Please fill in this information and attach this cover sheet to your letter of recommendation.

Applicant's Name: _____
Author of Recommendation: _____ (name, title/occupation)
Phone Number: _____ (including area code)
Relationship of Author to Applicant: _____ (i.e. employer, mentor, etc.)

**Instructions for the Author of the Recommendation Letter**

1. Please be sure that the information provided above is legible.
2. Please address the following areas in your letter: intellectual promise, motivation, leadership, integrity, interpersonal relationship skills and responsibility.
3. Please **DO NOT use the applicant's name** anywhere on your letter (hence, the cover sheet).
4. Limit your letter to no more than two, single spaced, typewritten pages.
5. After you have completed and signed your letter, please fill out and attach this page to the front of your letter. We also ask that you place your letter inside a sealed envelope and sign your name over the seal. Finally, write the words: "Recommendation Letter" and the student's name on the front of the envelope.
6. Please be aware that your letter of recommendation must be included with the entire application that the student submits (the student is authorized to mail in only ONE large envelope containing the entire application with supporting documents and cannot mail in your letter of recommendation, or any other document, separately).
7. Please provide your (sealed) letter to the applicant in time for it to be included in the entire application packet. The entire packet must be postmarked NLT MARCH 1<sup>st</sup>