



## Fort Novosel Community Spouses' Club Academic Scholarship Application 2024

Scholarship applications must be postmarked no later than **March 1, 2024**

The Fort Novosel Community Spouses' Club (FNCSC) has a long-standing tradition of serving the local military community through its scholarship program. **Scholarships are awarded based on an essay, letter of recommendation, academic performance, community involvement, and work or volunteer experience.**

Scholarships are available to military dependents of all ranks (Active Duty, National Guard, Reserve, Retired or Deceased) and dependents of DA/DoD civilians assigned to and/or living within a 40-mile radius of Fort Novosel, AL. Applicants can be a graduating high school senior or student continuing their higher education.

**In order for an applicant to be eligible, the applicant must be accepted to an accredited college, university, vocational, or trade school.** Scholarship funds may be used for tuition and other academic expenses charged by the institution including lab fees and books. Awarded funds will be sent directly to the recipient's school of choice to an account established in the applicant's name upon receipt of proof of enrollment.

Applicants who receive an appointment to one of the U.S. Military Academies (or affiliated preparatory schools) or those who are awarded a full scholarship at any accredited U.S. post-secondary institution of higher education are **not eligible** to receive funds from this program. (A full scholarship is defined as one that provides for payment of tuition, room and board, books, lab fees and other related expenses.)

Please utilize the checklist to ensure the application is complete. Incomplete applications will be disqualified.

This application may be found online at: **<http://www.fortNovoselcsc.com/scholarships.html>**

*If you have any questions concerning this form, please contact the Scholarship Chairperson at [scholarshipsfncsc@gmail.com](mailto:scholarshipsfncsc@gmail.com)*

## **APPLICATION PACKET CHECKLIST**

The following items must be included with the application packet and must be postmarked no later than **March 1, 2024**. Incomplete applications or failure to follow instructions will disqualify the applicant. It is the applicant's responsibility to ensure that the application is complete and on time. **A verification email will be sent by [scholarshipsfncsc@gmail.com](mailto:scholarshipsfncsc@gmail.com) and must be responded to in order to remain an applicant.**

A Completed Scholarship Application includes:

- Scholarships & Criteria checklist (p. 2-3)
- Personal Information (p. 4-5)
- Essay & Circumstances (p. 6)
- One (1) letter of recommendation in a sealed envelope with the recommender's signature across the seal on the back flap. (p. 8) The recommendation must be from a direct supervisor in either a community-service or paid position or an academic evaluation from an instructor or professor.
- Guidance Counselor Information Sheet (for high school seniors only) in sealed envelope with signature across the seal on the back flap. (p. 9)
- Scholarship Agreement Form (p.10) signed and dated.
- Copies of **official transcripts** from high school(s), vocational school(s) and/or all colleges.
- Proof of military dependent status: provide a copy of the sponsor's DEERS enrollment form (DA Form 1172) with the applicant's information highlighted and Social Security Numbers blacked out. Photocopies of ID cards may NOT be submitted.

**OR**

- Proof of DA/DoD Civilian dependent status: submit a signed and sealed letter from the sponsor's supervisor verifying DAC/DoD status, assigned unit and contract expiration date. Photocopies of ID cards may NOT be submitted.

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SCHOLARSHIP COMMITTEE  
PO BOX 620001  
FORT NOVOSEL, ALABAMA 36362

APPLICANT# \_\_\_\_\_

**ELIGIBILITY CRITERIA**

All applications are judged by blind review. Scholarship amounts are determined by the availability of funds generously donated by the local community as well as funds raised by the Fort Novosel Community Spouses' Club. Scholarship amounts per recipient varies. Amount of scholarship is based on the quality and quantity of applications received but have a minimum value of \$500.

**Eligibility (must fulfill all requirements (1-5) to be eligible for scholarship):**

- 1. The applicant's parent/guardian/spouse **must** be Active Duty, National Guard, Reserve, or Retired, or Deceased Member of the United States Military; or the applicant's parent/guardian/spouse must be a DA/DoD civilian assigned to and/or living within a 40-mile radius of Fort Novosel, AL.
- 2. The applicant **must** be either A or B:
  - A. A full-time student (minimum 12 semester hours) currently enrolled in an accredited college, university, trade, or vocational school, or expected to be enrolled by Fall 2024.
  - B. A spouse and part time student (minimum 6 semester hours) currently enrolled in an accredited college, university, trade, or vocational school, or expected to be enrolled Fall 2024.
- 3. All student applicants **must** have an overall GPA of 3.0 or higher on a 4.0 scale.
- 4. The application **must** be completed in accordance with the guidance provided within.
- 5. The envelope containing the completed application **must** be postmarked no later than March 1, 2024.

Note: Verification of enrollment will be made before any scholarship checks are sent to an awardee's school.

**Please check the appropriate category:**

\_\_\_\_\_ A. I am a **[High School Senior]** **[Undergraduate student]** **[Graduate student]** (circle one)  
I am, or will be enrolled full time (minimum 12 semester hours) Fall 2024.

\_\_\_\_\_ B. I am a spouse completing an **[Undergraduate degree]** **[Graduate degree]** (circle one)  
I am, or will be enrolled (minimum 6 semester hours) Fall 2024.

**Do you have an association to FNCSC :** [ ] YES [ ] NO

If yes, name of member: \_\_\_\_\_

\*Members and their dependents are not eligible for FNCSC Scholarships if serving on the Scholarship Committee.

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APPLICANT# \_\_\_\_\_

**PERSONAL INFORMATION**

*Please type or write legibly.*

Name: \_\_\_\_\_

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

County of Residence: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email \_\_\_\_\_

**Level of Education:**  High School Senior  Undergraduate Student

Graduate Student  Vocation/Trade School Student

**High School Information:**

Name: \_\_\_\_\_ Date of graduation: \_\_\_\_\_

**Current or Prospective College (or other Higher Education Institution):**

Name: \_\_\_\_\_ Anticipated Year of Graduation: \_\_\_\_\_

Major or Intended Major: \_\_\_\_\_

**Sponsor Information:**

Sponsor's Name: \_\_\_\_\_

Sponsor's Relationship to Applicant: \_\_\_\_\_

Sponsor's Status (circle):  Active Duty  Retired  National Guard/Reserve  Deceased

DA Civilian  DoD Civilian

Sponsor's Assigned Unit and Unit Address: \_\_\_\_\_

\_\_\_\_\_

Sponsor's ETS or Contract End Date: \_\_\_\_\_

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**EXPERIENCE**

**List all experience you have participated in over the last two years.**

*Please type or write legibly. Please do NOT attach a resume.*

**1. EMPLOYMENT**

<i>Employer/Contact Info</i>	<i>Dates</i>	<i>Position/Duties</i>	<i>Total Hours</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**2. VOLUNTEER**

<i>Reference/Contact Info</i>	<i>Dates</i>	<i>Activity/Position</i>	<i>Total Hours</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**3. Number of people in your immediate family that will be attending an institution of higher learning in the 2024-2025 school year: \_\_\_\_\_**

**4. Are you planning to apply GI Bill benefits to the 2024-2025 school year? \_\_\_\_\_**  
**If yes, number of months? \_\_\_\_\_**

**5. If you are awarded this scholarship, what do you anticipate the money being applied to? (i.g. tuition, room/board, books, lab fees, ect.): \_\_\_\_\_**

**\*HIGH SCHOOL SENIORS ONLY\*:**

**Activities (Athletics, Band, School or Church Activities, Clubs and Professional Organizations):**

<i>Reference/Contact Info</i>	<i>Dates</i>	<i>Activity/Position</i>	<i>Total Hours</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Dual Enrollment:** [ ] NO [ ] YES Total Classes \_\_\_\_\_

**Honors Classes:** [ ] NO [ ] YES Total Classes \_\_\_\_\_

## **ESSAY**

Essays must follow a standard essay format: an introductory paragraph, three (or more) supporting paragraphs and a concluding paragraph. Sentences should be complete with proper grammar and punctuation. Essays must be double-spaced in Times New Roman, font size 12. Essays will be scored according to the rubric provided. Your essay will be a minimum of 500 words to a maximum of 1,000 words. **Plagiarism of any kind and/or failure to follow instructions will disqualify the applicant.**

To title your essay, use the first letter of your last name and your essay's total word count. (Example: The title for an essay based on the last name Smith with a count of 549 words would be **S549**).

Complete the essay on a separate sheet of paper. Your essay must be anonymous. Do not include any names.

**Failure to follow Essay directions will disqualify applications.**

### **Essay Question:**

***How will you use this scholarship to further your educational or career goals?***

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### ESSAY RUBRIC

	<b>Excellent</b> 5 Points	<b>Above Average</b> 4 Points	<b>Average</b> 3 Points	<b>Below Average</b> 1-2 Points	<b>Poor</b> 0 Points
<b>Introduction and Conclusion</b>	Inviting and well developed opening that clearly states the topic and provides an overview of the essay. It has a strong conclusion that relates to the entire essay.	The main topic is clear and provides a basic overview of the essay. The conclusion relates to the essay and reflects back to the introduction.	The opening is clear and states the main topic with a hint of the rest of the essay. The conclusion is present but plain.	The topic is not clear or well supported. The conclusion may be unclear or weak.	Does not contain a discernible introduction or conclusion.
<b>Main Points</b>	At least three main points support and clearly embellish the topic.	At least three main points strongly support the essay topic.	At least two main points support and describe the author's message.	The author's points are unclear or loosely related to the topic.	Main supporting points are not provided, or are irrelevant.
<b>Organization</b>	The essay is very well organized with a definite sequence, interesting language and distinctive transitions. The reader is interested and easily engaged.	The essay is organized with a logical flow of information with basic transitions. The information stays on topic and is engaging.	The essay is basic. The points are developed, but may get off track at times. Some information may be unclear. Transitions are evident, but not pronounced.	The writer attempts to explain their topic, but the organization is lacking and the reader may be confused.	The essay lacks a main topic, with no apparent transitions. Ideas are random and not well developed.
<b>Mechanics</b>	There are two or less errors in grammar, punctuation or spelling.	There are up to 4 errors that cause the reader to pause and re-read for clarity. The essay continues to impress the reader.	There are more than 5 mechanical errors in the essay that distract the reader enough for pause, but do not frustrate the reader.	There are many grammar, punctuation or spelling errors. Reader is distracted or confused.	There are an excessive number of mechanical errors. Reader is unable to determine the author's intent.

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APPLICANT# \_\_\_\_\_

**LETTER OF RECOMMENDATION**

**APPLICANT:** Print this form and fill in your name, as well as the name of the person recommending you. This may be a supervisor in a volunteer or paid position, an instructor who can discuss academic or work ethic. Please provide to the recommender an envelope with your name on it.

Name of Applicant: \_\_\_\_\_, \_\_\_\_\_  
*Last Name* *First Name*

Name of Recommender: \_\_\_\_\_, \_\_\_\_\_  
*Last Name* *First Name*

**RECOMMENDER:**

- 1. In what capacity do you know the applicant?
- 2. I have known the applicant for \_\_\_\_\_ year(s) and \_\_\_\_\_ month(s).
- 3. Please evaluate the applicant in the following areas:

	No basis for judgment	Average	Good (Top 11-25%)	Excellent (Top 4-10%)	Outstanding (Top 3%)
Leadership					
Integrity					
Responsibility					
Ability to get along with others					
Motivation					
Industrious					
Community Involvement					
Intellectual Promise					

4. **REQUIRED:** Please provide in a separate letter, a brief explanation of why you feel this student is qualified for our scholarship. **Please do not include the applicant's name in your recommendation, instead, please use the word "applicant."**

Recommender's Name & Title \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Phone Number \_\_\_\_\_

Please return your recommendation directly to the applicant in a sealed envelope with your (matching) signature across the seal of the envelope. The completed application packet must be postmarked by **March 1, 2024**.

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**GUIDANCE COUNSELOR INFORMATION SHEET**

*\*This section only applies to High School Senior applicants\**

The following named student is a candidate for one of the several scholarships administered by the Community Spouses' Club at Fort Novosel, Alabama. Your evaluation will become part of the student's confidential file intended for use by the selection committee. Please attach a copy of the student's secondary school transcript for grades 9-12 with **honors classes clearly marked**. Please place this form in a sealed envelope and sign across the seal on the back flap. Return this form to the applicant as soon as possible so that he/she can include it in the application package. The application package must be postmarked no later than **March 1, 2024**.

Name of Student: \_\_\_\_\_

1. Student's cumulative GPA through the first semester of the 12<sup>th</sup> grade based on a:

Numerical Average (99.9): \_\_\_\_\_

Weighted GPA: \_\_\_\_\_ Unweighted GPA: \_\_\_\_\_

2. Student's Scores: SAT \_\_\_\_\_ ACT \_\_\_\_\_ SCAT \_\_\_\_\_

*\*Please attach a copy of the student's official test scores.*

3. Guidance Counselor's assessment of the student's character and conduct:

Superior       Above Average       Average       Less than Average

4. Please provide in a separate letter any additional relevant comments on student's character or personality.

**Please do not include the applicant's name in your evaluation, instead, use the word "applicant."**

Counselor's Name (print): \_\_\_\_\_ Telephone: \_\_\_\_\_

Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

School Name & Counselor's Title: \_\_\_\_\_

Please return your recommendation directly to the applicant in a sealed envelope with your (matching) signature across the seal of the envelope. The completed application packet must be postmarked by **March 1, 2024**.

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**SCHOLARSHIP AGREEMENT FORM**

1. Please read and sign below, then send completed applications to the following address. It must be postmarked no later than **March 1, 2024**.

**FORT NOVOSEL COMMUNITY SPOUSES' CLUB  
ATTN: SCHOLARSHIP CHAIRPERSON  
P.O. BOX 620001  
FORT NOVOSEL, AL 36362**

2. A verification email will be sent confirming your application has been received. Your response to that email by MARCH 15, 2024 will validate your application.

**I have read and understand all the conditions given by Fort Novosel Community Spouses' Club concerning the scholarships awarded based on this application.**

**I hereby affirm all the information given in this application is true to the best of my knowledge. Additionally, I waive my rights concerning the letter of recommendation, character evaluation and Guidance Counselor form, all of which were given to me in sealed envelopes by the writers. If I am selected as a recipient, I agree to participate in publicity activities, such as having my name, photo and school address published in web-based and local print media. (Home-schooled students' addresses will not be used.)**

**I read and understand that I am to respond to an email sent from *scholarshipsfncsc@gmail.com* by MARCH 15, 2024 to remain an applicant.**

**BY SIGNING THIS SCHOLARSHIP APPLICATION, I AGREE TO ABIDE BY ANY AND ALL TERMS STIPULATED WITHIN.**

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Sponsor Name (Print)

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

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Applicant's Email Address

\_\_\_\_\_  
Sponsor's Email Address

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