



The Fort Hood Area Military Family Member Scholarship Fund

Post Office Box 5299, Fort Hood, TX 76544

FortHoodScholarship@gmail.com

MILITARY SPOUSE SCHOLARSHIP APPLICATION 2018-2019 OVERVIEW

1. **General.** The Fort Hood Area Military Family Member Scholarship Fund (FHAMFMSF) is an independent organization developed for the purpose of providing scholarships for deserving, eligible U.S. military family members. A special selection committee will score applications based on the student's academic record, school and community activities, essay, and recommendations. **Financial need is not considered.**

All properly submitted applications are reviewed and evaluated by the Selection Committee in accordance with the organization's Constitution and By-Laws. All materials submitted remain confidential.

2. **Eligibility.** Applicants must meet all of the following criteria:

- Must be a high school graduate or hold a valid high school equivalent.
- Must possess a valid US military identification card and be enrolled in DEERS.
- Must be enrolled, accepted, or expect to be accepted by a college or university for the upcoming fall or spring semester and be pursuing his/her first Bachelor's Degree. If currently enrolled, the applicant must maintain the school's continuation GPA.
- Must not be the recipient of a full-tuition scholarship (to include tuition, room and board) or an appointment to a military service academy.
- Must not be an active duty service member.
- Must be one of the following:
 - The dependent spouse of an active duty U.S. military sponsor assigned to Fort Hood.
 - The dependent spouse of an active duty U.S. military sponsor whose last duty assignment was Fort Hood and applicant resides in Bell, Coryell, Lampasas, McLennan, Travis or Williamson County while sponsor is on a non-command sponsored assignment on orders.
 - The dependent spouse of an active duty retired U.S. military sponsor and both sponsor and applicant reside in Bell, Coryell, Lampasas, McLennan, Travis or Williamson County.
 - The dependent spouse of a deceased member of the U.S. military forces and applicant resides in Bell, Coryell, Lampasas, McLennan, Travis or Williamson County.
- Must submit a **completed** application file, postmarked by the deadline date. Incomplete and/or late applications will not be considered.

Individuals who have previously received a FHAMFM Scholarship are ineligible to apply; however, those applicants who have previously applied for a scholarship but did not receive one are eligible to re-apply.

FHAMFM Scholarship Fund
Military Spouses 2018-2019

3. **Procedures.** The applicant must submit the following as a completed packet to be considered by the Selection Committee:

- a. Completed Data Sheet and Application. Use this year's current forms. DO NOT send resumes, copies of awards, diplomas or college acceptance letters. This information will not go before the Selection Committee. Provide only the information requested. Please leave as single-sided copies. Include only **the applicant's** last 4 numbers of his/her social security number on all application materials (NO NAMES).
- b. An original essay authored solely by the applicant, in 300-500 words, typed and double-spaced, that directly addresses the topic provided on the application. Include **the applicant's** last 4 numbers of his/her social security number on the top right corner of each page.
- c. Two (2) letters of recommendation attesting to your character, ability, integrity and potential. One letter should be from a teacher/instructor. References must be from persons not related to you. Reference letters must be submitted with the completed application per the instructions in this packet.
- d. Signed Privacy Act Statement.
- e. Copy of the applicant's current and valid U.S. military ID card (front and back). We request this copy to verify eligibility. You may use white-out or blacken the sponsor's social security number. In lieu of the military identification card, you may provide a current DEERS enrollment printout showing both the sponsor's and dependent's name and status.
- f. Copy of the sponsor's orders assigning him/her to Fort Hood if the sponsor is active duty. If the sponsor is on a non-command sponsored assignment, include both the orders assigning the sponsor to Fort Hood AND the orders showing the non-command sponsored assignment. We request these copies to verify eligibility. You may use white-out or blacken the sponsor's social security number.
- g. Copy of the sponsor's DD214 if the sponsor is retired. We request this copy to verify eligibility. You may use white-out or blacken the sponsor's social security number.
- h. Official college transcripts with an original seal. Applicants with less than one (1) year of college (minimum of 24 hours successfully completed) must provide a high school transcript in addition to college transcripts. Official transcripts should be sent in a sealed envelope and submitted with completed application or mailed directly to the Scholarship Fund by the school registrar or person who exercised authority over a homeschool student's high school program. If mailed separately, official transcripts must be postmarked by 2 March 2019. **Non-official Copies will not be accepted.**
- i. It is the applicant's responsibility to ensure that a completed packet, as listed above, is **mailed** with sufficient postage. Postage-due mail will not be accepted and will be returned to the post office. Hand-delivered applications will not be accepted.
- j. The completed packet and/or all documents and reference forms **MUST BE POSTMARKED** by **2 MARCH 2019** and mailed to:

Fort Hood Area Military Family Member Scholarship Fund
P. O. Box 5299
Fort Hood, Texas 76544

NOTE: Incomplete and/or late applications are ineligible for consideration. Postmarks are checked.

FHAMFM Scholarship Fund
Military Spouses 2018-2019

4. Scholarship Awards.

- a. The review of applications by the Selection Committee is confidential and is made without regard to race, sex, religion or national origin.
- b. Scholarships are awarded for excellence based on academic record, school and community activities and awards, personal essay, and letters of recommendation.
- c. Scholarship selections are made in April and scholarship recipients will be notified via email no later than mid-May.
- d. Awarded scholarships must be used during the school year immediately following the award.
- e. The scholarship monies will be awarded upon receipt of the following: 1) a completed FHAMFM Scholarship Letter, and 2) a letter of acceptance on official letterhead from the institutions of the student's choice.
- f. Funds are disbursed directly to the institution of higher learning and not to the individual recipient. The recipient is responsible for notification of the financial aid office of the institution of their choice.
- g. Scholarship recipients who accept a full four-year scholarship (to include tuition, room and board) from another source or receive an appointment to a military service academy must forfeit this scholarship and notify, in writing, the Ft. Hood Area Military Family Member Scholarship Fund of their decision by 1 August 2019.
- h. Scholarship recipients must register at the accredited institution of higher learning, at a minimum, as a part-time student with 6 credit hours.
- i. FHAMFMSF Awards are not renewable.

5. Questions.

You may email your questions to ForthHoodScholarship@gmail.com.



The Fort Hood Area Military Family Member Scholarship Fund

Post Office Box 5299, Fort Hood, TX 76544

FortHoodScholarship@gmail.com

APPLICATION CHECKLIST

Your completed Application Packet must include the following:

1. _____ Application Checklist
2. _____ Completed Military Spouse Data Sheet (2 pages, single sided)
3. _____ Completed Military Spouse Application (4 pages, single sided)
4. _____ Essay (Last four digits of **applicant's** SSN on top right of each page)
5. _____ Two Letters of Recommendation with Cover Sheets
6. _____ Signed Privacy Act Statement
7. _____ Copy of front and back sides of **applicant's** military ID OR printed DEERS enrollment information
8. _____ If sponsor is active duty: Copy of sponsor's orders to Fort Hood
9. _____ If sponsor is active duty on non-command sponsored assignment: Copy of sponsor's orders to Fort Hood and sponsor's orders to non-command sponsored assignment
10. _____ If sponsor is retired: Copy of sponsor's DD214
11. _____ Official college transcripts, or mailed separately by registrar, postmarked by deadline
12. _____ High school transcript in addition to college-level transcripts if less than one (1) year of college (minimum 24 hours successfully completed), or mailed separately by registrar, postmarked by deadline

The completed application and all accompanying information and documentation must be **POSTMARKED NO LATER THAN 2 MARCH 2019** and mailed to:

Fort Hood Area Military Family Member Scholarship Fund
P.O. Box 5299
Fort Hood, TX 76544

NOTE: Incomplete application packets are ineligible for consideration. If mailed separately, transcripts must be postmarked by 2 March 2019.



The Fort Hood Area Military Family Member Scholarship Fund
Post Office Box 5299, Fort Hood, TX 76544
FortHoodScholarship@gmail.com

MILITARY SPOUSE DATA SHEET (Page 1 of 2)

APPLICANT INFORMATION

Name: _____
Last First Middle Initial

Address: _____
Number Street Apt

City State Zip County

Telephone #: _____ Alternate #: _____
Home Cell/Work

Email Address: _____

Date of Birth: _____

Applicant's SSN: XXX - _____ - _____

Applicant's U.S. Military ID Card Expiration Date: _____

MILITARY SPOUSE DATA SHEET (Page 2 of 2)

SPONSOR INFORMATION

Name: _____
Last First Middle Initial

Address: _____
Number Street Apt

City State Zip County

Telephone #: _____ Alternate #: _____
Home Cell/Work

Email Address: _____

Sponsor Status (check one):
 Active duty
 Retired
 Deceased

Active Duty: Sponsor's Unit at Fort Hood (current, or previous if on non-command sponsored assignment):

Company Battalion Brigade Division

Is this unit the sponsor's current duty assignment or last duty assignment? (check one):

Current duty assignment
 Last duty assignment

If last duty assignment, list current non-command sponsored duty assignment:

Company Battalion Brigade Division



The Fort Hood Area Military Family Member Scholarship Fund
Post Office Box 5299, Fort Hood, TX 76544
FortHoodScholarship@gmail.com

MILITARY SPOUSE APPLICATION (Page 1 of 4)
SCHOOL INFORMATION

Last 4 digits of SSN

COLLEGE/UNIVERSITY/ SCHOOL INFORMATION

List the colleges, or universities to which you have applied. Please place a check if you have already been accepted or attend that particular institution.

_____ Accepted ()

_____ Accepted ()

_____ Accepted ()

What degree program do you plan to complete?

PREVIOUS EDUCATION

Year of high school graduation or equivalent: _____

Highest education level: _____

Previous colleges, universities or vocational schools you have attended:

Years Attended	Name of School	City, State

**MILITARY SPOUSE APPLICATION (Page 2 of 4)
 WORK EXPERIENCE & COMMUNITY/VOLUNTEER ACTIVITIES**

WORK EXPERIENCE (Include self-employment such as childcare, lawn care, etc.)

Using the space below, please list any paid work experiences, beginning with your most recent position.

NATURE OF WORK	EMPLOYER	DATES OF EMPLOYMENT	HRS/ WEEK

Please list any awards, certificates or recognition that you have received for work performance.

COMMUNITY AND VOLUNTEER ACTIVITIES (FRGs, church, community organizations)

Using the table below, list community and volunteer activities in which you have participated. List the activities in order of importance to you.

ACTIVITY	# OF YEARS	LEADERSHIP POSITIONS, AWARDS & RECOGNITIONS

**MILITARY SPOUSE APPLICATION (Page 3 of 4)
ACTIVIES, AWARDS, HOBBIES & ASPIRATIONS**

SCHOLASTIC/EXTRACURRICULAR ACTIVITIES (Student body government, school sports clubs, etc.) Using the table below, list scholastic or extracurricular activities in which you participate at your current college, university or vocational school. List the activities in order of importance to you. Draw a line across if you are not currently attending school.

ACTIVITY	# OF YEARS	LEADERSHIP POSITIONS, AWARDS & RECOGNITIONS

List any awards or recognitions you have received but have not listed in tables above.

List any hobbies or interests other than those listed in the tables above.

Please briefly share your aspirations – what you plan to do with your college education.

**MILITARY SPOUSE APPLICATION (Page 4 of 4)
SPECIAL CIRCUMSTANCES & ESSAY**

Explain any circumstances regarding this application that you feel the Selection Committee should be aware.

ESSAY

In 300-500 words, typed and double-spaced using a 12-point plain font, directly address the essay topic below in your own words. Include ONLY the applicant's last four digits of the social security number (NO NAMES) at the top right of the paper.

Essay Topic: Describe your career goals and how this scholarship will help you achieve them.



The Fort Hood Area Military Family Member Scholarship Fund

Post Office Box 5299, Fort Hood, TX 76544

FortHoodScholarship@gmail.com

LETTERS OF RECOMMENDATION

TO THE APPLICANT: Include two letters of recommendation attesting to your character, ability, integrity and potential. One letter should be from a teacher/instructor. Choose your references wisely. References must be from persons not related to you. Reference letters must be submitted with the completed application packet and must be postmarked by 2 March 2019. Provide this sheet to each reference to include with the reference letter.

TO THE REFERENCE: Thank you for agreeing to write a letter of recommendation on behalf of this scholarship applicant. Your recommendation is an important part of the application packet. We request that you follow the guidelines below:

1. Please be sure that the information provided is legible.
2. Please address the following areas in your letter: character, ability, integrity and potential.
3. DOT NOT use the applicant's name anywhere on your letter, but rather provide this cover sheet with the letter.
4. Limit your letter to no more than one single-spaced page.
5. After you have completed and signed your letter, please fill out and attach this page to the front of your letter and return it to the applicant for submission.
6. Please be aware that your letter of recommendation must be included with the entire application packet that the student submits. The packet must be postmarked no later than 2 March 2019.

COVER SHEET

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

Applicant Name: _____

Reference Name: _____

Reference Title/Occupation: _____

Reference Email: _____ **Reference Phone:** _____

Relationship to Applicant: _____



The Fort Hood Area Military Family Member Scholarship Fund

Post Office Box 5299, Fort Hood, TX 76544

FortHoodScholarship@gmail.com

PRIVACY ACT STATEMENT

FHAMFM Scholarship Fund Application

1. Authority: Title 5, United States Code (USC) 552A.
2. Principle Purpose: To obtain information from FHAMFMSF scholarship applicants.
3. Routine Uses: To be used as the basis for evaluating applicants for FHAMFMSF scholarship awards.
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/dated Privacy Act Statement, will result in the applicant's submission being ineligible for consideration.
5. 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.
6. I approve the release of all application information contained in this packet to the FHAMFMSF Board and to the Scholarship Selection Committee.
7. I consent, in the event I am awarded a scholarship, to FHAMFMSF's use of my name, photo and scholarship information for their promotions.
8. I agree that, if I am awarded a full-tuition scholarship to include room and board, or an appointment to a US Service Academy, I will not accept a scholarship award from the FHAMFMSF.

Applicant's Signature

Date

Parent's Signature

Date