



# FORT GORDON SPOUSES' & CIVILIANS' CLUB CONTINUING EDUCATION SCHOLARSHIP

## Application Process

**Deadline: On-going 2018-2019**

The Fort Gordon Spouses' & Civilians' Club (FGSCC) will award Continuing Education Scholarships for higher learning education. This award will assist the recipient in their continuing education at a regionally accredited university, college, community college, or vocational/technical school. The Continuing Education Scholarship will be used for tuition, room, board, and academic fees only.

Applicants will be evaluated on academic standing, trade aptitude, citizenship, character, participation in school and community activities, and the stated desire and sincerity for further education.

To be eligible for an award, the applicant must be a **military spouse, a Fort Gordon Spouses' & Civilians' Club Adult Member (since December 1, 2018 or earlier), or the dependent child of a FGSCC member (since December 1, 2018 or earlier) entering their 2<sup>nd</sup> or subsequent years of higher learning**. All applicants must reside in the Central Savannah River Area (CSRA). The Applicant must be able to enroll as a matriculated student as defined by the college/university/certification program. Additionally, the Applicant must possess a valid Department of Defense ID card or an accepted exception.

Each Applicant must provide the Scholarship Committee with the following:

1. A completed Application Form.
2. Completed General Information Forms (4 pages).
3. Official transcripts (from the most recent quarter or semester) placed in a sealed and signed envelope.
4. Essay written in response to the prompt: Typed, double-spaced, No more than 500 words.
5. Two (2) letters of reference from 2 different individuals, unrelated to the applicant. Each placed in a sealed envelope. The envelopes must contain a signature or stamp across the seal.

*\* References will only be accepted from those listed on the General Information Form-Page 3.*

One (1) Academic Reference and One (1) Character Reference.

6. Military Dependent Verification: DoD ID Number and Expiration Date (from the Dependent ID Card) or noted exception.

All items must be submitted in the **same** packet.

Forms can also be found at [www.fgsccl.com/grants-scholarships](http://www.fgsccl.com/grants-scholarships).

It is the applicant's responsibility to ensure all requirements of the application are fulfilled. Incomplete or improperly submitted applications will not be considered.

Mail completed packet to: Ft. Gordon Spouses' & Civilians' Club-Scholarship Committee  
Attn.: Brenda Kuntz or Michelle Parker  
P.O Box 7289  
Fort Gordon, GA 30905

Sincerely,

Brenda A. Kuntz & Michelle Parker  
Co-Chairpersons  
Ft. Gordon Spouses' & Civilians' Club Scholarship Committee

***All information submitted to the FGSCC Scholarship Committee is treated as confidential and will only be used for the scholarship selection process.***

# FORT GORDON SPOUSES' & CIVILIANS' CLUB CONTINUING EDUCATION SCHOLARSHIP

## APPLICATION GUIDANCE

1. Neatly print in ink or type your application. Neatness counts!
2. Avoid crowding your information into small spaces. Attach an extra sheet of paper to the form, if necessary.
3. When completing the General Information Forms, Page 1 & 2, only list honor, activities, and experiences that have taken place post-secondary or during the last 4 years.
4. Essay: Base your essay on this year's topic. Stay within the 500 word limit. Double-space. Typed.
5. Proofread your finished forms and essay. Check for spelling and grammatical errors.
6. Reference Forms: Ask references to type or legibly print in ink. Ask individuals who have direct knowledge and information useful in scholarship consideration and who will provide you with a positive reference. Complete sentences are required. Ask the reference individuals to refrain from using your name. Instead, they should refer to you as "**the applicant**". Make sure the references listed on the General Information Form - Page 3 are exactly the same as those who have written references for you. The Committee will not accept other references. Give your references a clean, new envelope. Once the reference is written and complete, the person writing the reference should put the reference and the Reference Form in the envelope. A signature or stamp over the seal must be present.
7. An official transcript (from the most recent quarter or semester).
8. Make sure your completed application packet is returned to the FGSCC Scholarship Chairperson. Incomplete applications will not be considered.

Any additional questions please contact Brenda Kuntz at [fgccscholarships@gmail.com](mailto:fgccscholarships@gmail.com).

## SPECIAL NOTES

1. All applicants will be notified of their application status.
2. Dependent ID's will be looked at and verified.
3. Scholarships will be paid to the university, college, community college, or vocational/technical school. Scholarships will be used for the payment of tuition, room, board, and academic fees only. The recipient must notify the Scholarship Committee Chair of the correct university, college, community college, or vocational/technical school mailing address as soon as it is known; but no later than four (4) months after the scholarship award date.
4. The FGSCC Treasurer will mail the awarded funds to the recipient's school and a status letter will be sent to the recipient's home address.
5. If there is money remaining at the end of the recipient's first year/term, it can be used toward the second year/term of education (tuition, room, board, and academic fees, only). Acceptance of a Fort Gordon Scholarship does not preclude a student from receiving a loan or grant based upon need.
6. Recipients become ineligible to receive a scholarship from the Ft. Gordon Spouses' & Civilians' Club if any of the following occur:
  - The recipient receives, and accepts a Service Academy appointment.
  - The recipient receives, and accepts, a college scholarship from any other scholarship program that pays for ALL the tuition, room, board, and fees.
  - The recipient is unable to become a matriculated student as defined by the college, university, or certification program.

In these cases, the recipient will notify the Scholarship Chairperson promptly, so the scholarship can be awarded to an alternate. If there are extenuating circumstances, the recipient may address the FGSCC Board for a continuance.



# FORT GORDON SPOUSES' AND CIVILIANS' CLUB CONTINUING EDUCATION SCHOLARSHIP

## APPLICATION FORM

Name of Applicant: (Last), (First) & (Middle): \_\_\_\_\_

Are you a:  Spouse  FGSCC Adult Member  Child of a FGSCC Member in their 2<sup>nd</sup> plus year

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Home Address: (Street), (City, State) (Zip) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

County: \_\_\_\_\_

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

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

Military or Government Civilian Sponsor's Name: \_\_\_\_\_ Rank \_\_\_\_\_  
Branch of Service \_\_\_\_\_

Circle One:      Active Duty      Retired      Reserve/NG      Disabled      Deceased  
                         Government Civilian (on Ft. Gordon, GA)      Other: \_\_\_\_\_

Military Sponsor's Duty Station: (if Active Duty, Reserves, or NG) \_\_\_\_\_

Type of Higher Education (Circle One):      Academic (4 years)      Masters      Doctoral (PhD)  
                         Community College/Vocational/Technical (2 years)      Other: \_\_\_\_\_

Degree/Certification Goal: \_\_\_\_\_

When will classes begin? \_\_\_\_\_

Are you a member of the Fort Gordon Spouses & Civilians' Club (Dec. 1, 2018 or earlier)?      Yes      No

Is your Parent a member of the Fort Gordon Spouses' & Civilians' Club?      Yes      No      N/A

If Yes, Their Name: \_\_\_\_\_

### TRUTH STATEMENT:

I hereby affirm that the information submitted by me, on the Application, is accurate to the best of my knowledge. I understand that if any portion is found to be inaccurate or false, I will be disqualified. I also understand that the decision of the Scholarship Committee is final. I acknowledge that scholarship money can only be used for tuition, room, board and academic fees.

Applicant's Signature: (in ink) \_\_\_\_\_ Date: \_\_\_\_\_



# FORT GORDON SPOUSES' AND CIVILIANS' CLUB CONTINUING EDUCATION SCHOLARSHIP

## GENERAL INFORMATION FORM - PAGE 1

*(If more room is needed, attach a separate, typed or neatly printed, sheet of paper)*

Academic and Extracurricular Honors Received (Post Secondary)

Year

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Participation in Post Secondary activities: Sports, Drama, Band, Newspaper, Yearbook, Student Government, Club, etc. (exclude any for which you received Academic credit). Note in what capacity you participated in each activity.

Activity or Organization

Position Held

Year

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List High Schools & Colleges you have attended (include dates, locations, degree attained)

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# FORT GORDON SPOUSES' AND CIVILIANS' CLUB CONTINUING EDUCATION SCHOLARSHIP

## GENERAL INFORMATION FORM – PAGE 3

### Military Dependent Verification:

Please submit the following information found on your Dependent Military ID Card:

DoD ID Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

If an exemption exists, (ex. Foreign Liaison, Government Civilian) please describe the circumstance:

\_\_\_\_\_

### References:

List the names, addresses, telephone number, and occupation of two (2) different persons (unrelated to the applicant) to whom you will give the Reference Form; one Academic and one Character Reference. The names listed below **must** match the names on the returned Reference Forms.

#### Academic Reference

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

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

Telephone: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Occupation: \_\_\_\_\_

#### Character Reference

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

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

Telephone: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Occupation: \_\_\_\_\_



## FORT GORDON SPOUSES' AND CIVILIANS' CLUB CONTINUING EDUCATION SCHOLARSHIP

### GENERAL INFORMATION FORM – PAGE 4

#### Essay:

Discuss the following: (500 words or less. Typed and double-spaced)

*What do you consider to be the single most important societal problem? Explain how your achievements and your intended major/studies, will impact society. Additionally, describe your degree of commitment to pursue higher education.*

APPLICANT'S NAME: \_\_\_\_\_



## FORT GORDON SPOUSES' AND CIVILIANS' CLUB CONTINUING EDUCATION SCHOLARSHIP

### ACADEMIC REFERENCE

Directions: Comments must be printed in ink or typed. Please include comments on the applicant's initiative, attitude, integrity, leadership, citizenship, intellectual curiosity, and any other information you feel is pertinent. Base this reference on your knowledge and observations of the Applicant. To ensure fairness, each applicant will be given a number and the name above will be removed. Please use the word "**applicant**" in your narrative and do not use the candidate's name. Place your evaluation and comments letter, along with this form, into an envelope. Once sealed, place a signature or stamp across the seal. Thank you.

Evaluation and Comments: (Please use a separate page, if necessary)

Background:

How long have you known the applicant? \_\_\_\_\_

What is your relationship with the applicant? \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



APPLICANT'S NAME: \_\_\_\_\_



## FORT GORDON SPOUSES' AND CIVILIANS' CLUB CONTINUING EDUCATION SCHOLARSHIP

### CHARACTER REFERENCE

Directions: Comments must be printed in ink or typed. Please include comments on the applicant's initiative, attitude, integrity, leadership, citizenship, intellectual curiosity, and any other information you feel is pertinent. Base this reference on your knowledge and observations of the Applicant. To ensure fairness, each applicant will be given a number and the name above will be removed. Please use the word "**applicant**" in your narrative and do not use the candidate's name. Place your evaluation and comments letter, along with this form, into an envelope. Once sealed, place a signature or stamp across the seal. Thank you.

Evaluation and Comments: (Please use a separate page, if necessary)

Background:

How long have you known the applicant? \_\_\_\_\_

What is your relationship with the applicant? \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_