



WIESBADEN COMMUNITY SPOUSES' CLUB
2017-2018 High School Senior
Scholarship Application

November 22, 2017

Dear Scholarship Applicant,

The Wiesbaden Community Spouses' Club (WCSC) is excited that you are applying for one of our scholarships! The WCSC prides itself on helping individuals within the community reach their educational goals by providing financial assistance through the scholarship program. In addition to the monies gifted by the WCSC, one high school scholarship applicant will receive the Capt. Jacob Dixon, III Memorial Award Scholarship. This prestigious award has been bestowed upon the highest scoring high school scholarship applicant for over thirty years. The WCSC is honored to direct this program on behalf of the Dixon family.

While the scholarship process is competitive, please keep in mind that everyone has different strengths and weaknesses. We are looking for academically well-rounded students who have made a positive contribution to our military community by virtue of their commitment to the ideals of leadership, community involvement, and public service. All information provided will be considered and scored fairly by a scoring committee. The scoring committee makes a concerted effort to be consistent and objective. Committee members are not privy to applicant identifying information until award decisions have been made.

Please read the directions carefully. Feel free to contact the chair at scholarshipwscspousesclub@gmail.com if you have any questions about the application. Good communication is greatly appreciated.

The application deadline is ***Saturday, 24 February 2018.*** Please use the checklist provided to ensure your application is complete. Incomplete applications will ***not*** be considered.

Good luck to you! The Scholarship Committee is looking forward to awarding many scholarships this year!

Sincerely,

Rachel Baker

Scholarship Committee Chair
2017-2018

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PURPOSE

The purpose of the WCSC Scholarship is to reward high school seniors in the Wiesbaden Community for excellence in academic or vocational education and community involvement.

ELIGIBILITY

Those eligible are Wiesbaden community high school seniors whose U.S. citizen sponsor is a federal employee, contractor, retiree, or active duty member of the U.S. military. The U.S. citizen sponsor must reside and/or work in the Wiesbaden military community at the time of application submission. All applicants must be 2017-2018 high school seniors, hold a high school equivalent for the 2017-2018 school year, or graduate before the end of *the year in which the scholarship is awarded*. Applicant must be a valid U.S. ID cardholder. Persons awarded full scholarships (e.g. ROTC) or attending service academies are ineligible.

AWARDS

Scholarships will be paid directly to the school of choice upon written notification of enrollment. Scholarships will be awarded **for tuition, books, and educational fees**. The award remains valid until February 28, 2019. Any unused amount returns to the WCSC Scholarship Fund. All awardees are responsible for ensuring the proper billing address appears on the application. The WCSC Scholarship Fund is not responsible for late fees incurred due to incorrect billing information. In the event the awardee transfers to a different school, the awardee is responsible for communicating and coordinating with the current school for the return of the check. Once the returned check is received by WCSC, a new check will be sent to the transfer school.

PRIVACY ACT STATEMENT

Under authority of U.S. Title 10, Section 3012, the enclosed personal information will be maintained by the Scholarship Committee for administrative use and released only to the individuals needed to evaluate the application. Disclosure of the information is voluntary; however, failure to disclose all or part of the requested information may hinder evaluation of the application. The application will remain in possession of the Scholarship Committee Chairperson for a period of one year and will then be destroyed.

I understand that awardees' names may be released at the discretion of the Wiesbaden Community Spouses' Club.

Applicant's Signature: _____ Date: _____

Sponsor's Signature: _____ Date: _____

PROCEDURE FOR APPLICANTS

- A. General Information
1. Complete and return the Personal Information Form; sign and date bottom.
 2. Type / Print all requested information. Computer printouts are acceptable.
 3. Failure to answer all questions or follow directions will result in disqualification.
 4. Verify that you have included all required material.
- B. **Two current letters of recommendation** must accompany the application.
1. One letter must be from a current or former teacher who can address your academic potential, work habits, and character.
 2. The second letter should be from someone unrelated to you who has either been an employer, teacher, or someone who has observed your involvement in the community and can discuss your service, dedication, and volunteerism.
 3. The letters must be returned in a sealed envelope with the reference's signature on the seal, *or scanned in as PDF and emailed **directly** to the scholarship chair, at scholarshipwcpousesclub@gmail.com*
 4. Ensure that the reference knows to OMIT your name in the body of the letter.
 5. Letters must be typed, dated, and signed. *Directions to the reference are provided on page seven of the application.*
- C. A completed Counselor's Worksheet must accompany the application. The counselor will complete the worksheet, place it with a copy of your transcript into an envelope, seal and sign the envelope, and return it to you so that you can include these with your application. Be sure to arrange with your counselor when you will be able to pick this up.
- D. Complete the following forms:
1. "Leadership Form."
 2. "Extracurricular Activities, Community Service, and Employment Form."
 3. "Honors, Awards, and Achievements Form."

Follow the instructions on each form. Please attach additional pages as necessary. Place only the **last four digits of your SSN** in the top, right-hand corner of each form for identification.

- E. Write an essay of 250-500 words on the topic below. Your essay should be double spaced and use Arial 12 font. Print **the last four digits of your SSN**, not your name, in the upper right-hand corner of *each* page. The responses will be evaluated on grammar, style, and content. Please do not include the essay question in your word count.

Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.

Note: This essay topic is one of those listed on the Common Application, (www.commonapp.org), published February 6, 2017. You could use it for your college application if your college accepts the Common Application. Please note, however, that the length guidelines differ.

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F. Send an email to scholarshipwcspousesclub@gmail.com to notify the committee you are applying. This will ensure we have your contact information. You will be notified as we receive components of your application.

G. **To submit your completed application:**

★ **Due to potential mail problems, the WCSC recommends hand delivery.** ★

- Drop off your completed application to the Wiesbaden High School Counselor's Office no **later than Wednesday, 21 February 2018.**

OR

- Drop off the completed application packet to the WCSC Representative at the Wiesbaden Entertainment Center on **Friday, February 23, 2018, between 1500 and 1700, or Saturday, February 24, 2018, between 1000 and 1200.**

*We will not accept hand delivered applications on other dates or at other times, nor will emailed applications be accepted.

Please contact Rachel Baker with any questions at:
scholarshipwcspousesclub@gmail.com

**** IMPORTANT ****

The last 4 digits of your SSN are required on the top right corner of ALL materials submitted EXCEPT for transcripts and recommendations that are in a sealed envelope.

Application Checklist

Please use the checklist below to ensure you have all the required materials included with your scholarship application.

Signed Privacy Act Statement	_____
Personal Information Form	_____
Two Recommendation Letters (sealed)	_____
Counselor's Worksheet	_____
Official High School Transcript (s) (sealed in envelope with Counselor's Worksheet)	_____
Leadership Form	_____
Extracurricular Activities, Community Service, and Employment Form	_____
Honors, Awards, and Achievements Form	_____
Essay	_____

COUNSELOR'S WORKSHEET

APPLICANT

Fill in the top portion of the worksheet only. Provide the worksheet to the counselor by ***February 14, 2018***. This will give the counselor time to fill in his / her portion of the worksheet. The counselor's worksheet and the official transcript must be placed in a sealed, signed envelope by the counselor and turned in with the application packet. The completed packet can be turned in to the counselor by Wednesday, 21 February 2018, or to the Scholarship Committee at the WEC on Friday, 23 February or Saturday, 24 February 2018.

I, _____, give my High School's guidance office permission to complete this form. I understand personal information from my school record will be revealed.

Applicant's Signature

Date

*Sponsor's Signature
(This is for release of personal data, The sponsor must sign only in the case of an underage applicant.)

Date

*In the event that the sponsor is deployed, the applicant may have a guardian sign the form, provided that a copy of the Power of Attorney, designating the guardian as a legal representative, is attached when paperwork is submitted to WCSC.

COUNSELOR *The Sponsor/Guardian will fill this out for home-schooled Seniors. Please contact the Scholarship Chair with questions.*

Please provide the following information for the individual listed above. It is recommended that the student have taken either the ACT or the SAT to be competitive. A student who has taken both will only receive points for the higher scoring test results.

A copy of the transcript is also required. Place both the transcript and this completed form into a sealed envelope with your signature or stamp across the back flap.

Academic Record:

_____ Grade Point Average – cumulative based on first seven semesters of high school work

_____ ACT Score (composite)

_____ SAT Score (composite)

_____ Student is an eligible high school senior whose U.S. citizen sponsor is a federal employee, contractor, retiree, or active duty member of the U.S. military.

Counselor's/Sponsor's/Guardian's Signature

Date

For the Reference

Dear Sir/Madam,

The Wiesbaden Community Spouses' Club appreciates your time and effort in writing a recommendation letter. We are looking for academically well-rounded students who have made a positive contribution to our military community by virtue of their commitment to the ideals of leadership, community involvement, and public service.

Please identify in the letter your relationship with the applicant and the length of acquaintance. We would like your honest and realistic evaluation of this applicant. Consider the applicant's ability to complete his/her program of study by specifically addressing and evaluating the student's intellectual promise, motivation, integrity, and collaborative skill. Please limit the letter to two pages and **DO NOT include the applicant's name in the body.**

You may scan the completed and signed letter and email it as a PDF directly to the Scholarship Chair at scholarshipwcspousesclub@gmail.com. The email must be received no later than **February 22, 2018**. Please include the name of the applicant in the email. If you choose this method, please coordinate with the applicant to ensure he or she can accurately track all of the application requirements. The other option is to give your completed letter to the applicant in a sealed envelope with your signature on the seal, no later than **February 9, 2018**.

In accordance with the Privacy Act, the letters will remain with the Committee Chair for a period of one year and will then be destroyed.

Sincerely,

Rachel Baker
Scholarship Committee Chair
2017-2018

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LEADERSHIP

Applicant's Last 4 Digits of SSN: _____

Please list all leadership positions held while in grades 9-12. Examples include club officer or team captain. Clearly state the number of hours involved in the activity. Multiple years can be listed on one line. Please attach additional pages as necessary.

Grade	Leadership Position	Agency / Organization	Location	Hours per wk	# of Weeks	Total Hours

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EXTRACURRICULAR ACTIVITIES, COMMUNITY SERVICE, and EMPLOYMENT

Applicant's Last 4 Digits of SSN: _____

Please list all extracurricular activities, community service, and paid employment in which you participated while in grades 9-12. Begin with current or most recent activities and service. Multiple years can be reported on the same line. Please attach additional pages as necessary.

Grade	Activity/Service	Organization/Location	Hours per wk	# of Weeks	Total Hours

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HONORS, AWARDS, and ACHIEVEMENTS

Applicant's Last 4 Digits of SSN: _____

Please list all school, academic, and community honors, awards, and achievements while in grades 9-12 (Examples: Honor Societies, National Merit Scholarship, Eagle Scout, Sports Awards, Employee of the Month, Volunteer of the Month/Year). Please attach additional pages as necessary.

Grade	Activity	Award / Achievement	Supervisor	Location