



Malmstrom Spouses' Club 2018 Scholarship Application

Application Instructions

Criteria, Eligibility, Limitations, and Instructions

Every year, The Malmstrom Spouses' Club (MSC) awards scholarships to outstanding dependents of the Malmstrom Air Force Base and the Montana Air National Guard Station located in Great Falls, MT. **This year, we will be awarding a *minimum* of \$7000 in scholarships for spouses and dependents.** The number and amount, as well as the total number of scholarships offered, are based on funds raised through the MSC's various fundraising efforts throughout the year.

Application and required documents MUST BE postmarked no later than Friday, March 2, 2018. Emailed submissions will not be accepted. Incomplete submissions or those postmarked after the deadline will not be considered. Regretfully, exceptions cannot be made.

Criteria

The MSC will award scholarships to dependents who meet the requirements listed in the "Eligibility" section of this application. The scholarships will be awarded based on a brief essay, leadership statement, academic record, and letter of recommendation. Individual applicants will receive no more than one (1) scholarship from the MSC.

An independent selection committee will consist of at least three non-MSC members. The selection committee will evaluate all applications on a non-discriminatory basis. The scholarship chairperson will sanitize all applications to hide personally identifiable information of the applicant. All sanitized applications will be forwarded to the selection committee for scoring. The selection committee will forward all results to the scholarship chairperson. All decisions made by the selection committee and scholarship committee will be final. Any unwillingness on the part of an applicant or an applicant's representative to abide by the selection committee's or scholarship committee's decision will result in rejection of the application.

Scholarships will be awarded at the **MSC Scholarship Banquet in May 2018**. Recipients of the awards will be notified in advance and are asked to attend the function.

Eligibility

Each Applicant must meet the following requirements:

1. A dependent family member of one of the following:
 - A. Active Duty Personnel (USAF)
 - B. Active Guard or Reserve Personnel (USAF)
 - C. Retired Personnel (USAF)
 - D. Deceased Active or Retired Member (USAF)
 - E. 341MW DoD Civilian Personnel
2. The applicant must be: a natural child, legally adopted child, dependent stepchild, or dependent spouse of a member classified in paragraph one, and must be either:
 - A. A high school senior attending public, private, or parochial school, or attending a home-school program with the intent of continuing his/her education.
 - B. A former high school graduate or equivalent with the intent of continuing his/her education.
3. Dependent children must be younger than 23-years-old.
4. Active Duty and Retired service members are not eligible to apply.
5. Applicants must have a minimum 3.0 GPA to apply. GED and HiSET equivalency diploma test scores can be submitted in lieu of a GPA, and must be the minimum equivalent to a minimum 3.0 GPA to be eligible. (501 or higher for GED and an accumulative average score of 12 or higher for HiSET.) TASC is not accepted at this time. Proof of scores must be submitted with your package. HIGH SCHOOL SENIORS ONLY – Please submit a copy of your SAT or ACT score.
6. Applicant does not have to be residing with sponsor to be eligible.
7. Sponsors must be stationed at or assigned to either the 341st MW Malmstrom Air Force Base or 120AW Montana Air National Guard at the time of award.
8. Application and all required documents are subject to verification. Essays submitted must be the original work of the student, generated from their personal experience and illustrating their personality and academic skill.
9. Applicants must have a valid military identification card. Family Member of 341MW DoD Civilian Personnel – verification from the employee's supervisor confirming the family member is a legal dependent. Applicant must also submit a copy of their driver's license or state-issued identification.

Limitations

1. Scholarships are not limited to any specific field of study.
2. Students will be ineligible for this scholarship if they have been awarded a full scholarship, appointed to any military service academy, or a full ROTC scholarship. In this event, the scholarship will be given to an alternate in order of merit.
3. Previous recipients of an MSC scholarship are not eligible to apply.
4. Scholarships must be used at an accredited educational institution to which the student is accepted for the fall term of 2017 in pursuit of his or her first undergraduate, graduate degree, or certificate. The student must be enrolled full time as defined by the institution. Scholarship must be used for tuition, fees, books, supplies, and other college-related expenses.
5. Payment of the scholarship money will be made directly to the selected school upon formal acknowledgement of enrollment and verification of full-time student status. Recipient is required to provide college/university contact information no later than **the date of Scholarship Banquet in May**. Checks will NOT be mailed until this information is received. Information shall be emailed to mscscholarshipchair@gmail.com.

2018 Scholarship Application – Malmstrom Spouses’ Club

Instructions

To apply for a 2018 MSC Scholarship, eligible applicants must send the completed application package to the **MSC Scholarship Committee** and postmarked no later than **Friday, March 2, 2018** to the following address. Emailed submissions will not be accepted:

MSC Scholarship Committee
c/o Jill Hunt
1913 Cherry Drive
Great Falls, MT 59404

1. An original essay and character statement which include the following:
 - A. Topic: Describe your favorite neighborhood- where is it, what made it your favorite, how has this neighborhood supported the person you’re becoming? How will it be a part of what lies ahead as you take your first steps as a college student?**
 - B. Character Statement: This statement not only defines the traits and abilities you have which make you a good leader, it explains why. This will meet the same Typing Requirements and Criteria as the essay, and will be on a separate sheet of paper.**
 - C. Typing Requirements:** Your essay and character statement must be typed on 8 ½ x 11 inch white bond paper with one-inch margins all around. The essay shall be a minimum of one-and-a-half pages, and cannot exceed two pages. The character statement will be at least three-fourths but not to exceed one page. Each will be double-spaced typed using Times New Roman 12-point font. In lieu of titling each submissions, please right justify the header identifying which document it is and the last four of your social security number. (EXAMPLE – Essay 1234 on your essay and Character Statement 1234 on your character statement) Additionally, please right justify the page number in the footer.
 - D. Scoring:** Any plagiarized submittal will be immediately excluded from consideration. Your package will be scored by an independent selection committee made up of non-MSC community members. Your essay is 40% of your total package score. Additionally, your character statement accounts for 30% of your total package score. Fifteen percent of your score is based on your GPA, GED score, or HiSET accumulative score. And, the remaining 15% is based on your letter of recommendation. They will use the Criteria listed below. Please study it carefully and include as many of the critical elements as possible in each of your submissions. Each submission should comprehensively address all of the critical elements, as there will be no partial credit given for any element.
 - E. Criteria:** This contains eight (8) critical elements.
 1. Present the topic using descriptive language and include relevant details.
 2. Reveal the importance of what you are saying and clearly convey it to the reader.
 3. Use the appropriate time, place, and context.
 4. Write a strong topic sentence that “hooks” the reader.
 5. Present a clear beginning, middle, and end to your essay and character statement.
 6. Use an active voice revealing your attitude toward what you are writing about.
 7. The sentences in your essay and character statement should vary in length and form, not begin with the same word, and be grammatically correct.
 8. You should strive for no mechanical errors.

2. A letter of recommendation completed by a person who is not related to you and who can attest to your leadership skills, motivation, integrity, and character. The letter must be signed and submitted in a sealed envelope with your package. Professional or faculty recommendation must be on letterhead.
3. High school or college/university transcripts as applicable. Unofficial transcripts or a copy of your official transcript will be accepted. For GED scores – please submit a copy of your online unofficial GED Score Report. For HiSET scores –submit a copy of your Comprehensive Score Report. Individual Test Reports will not be accepted. High school seniors only – please submit a copy of your SAT or ACT score.
4. For spouse applicants, you may be either starting or continuing your education. If you have been out of high school for more than ten years and your school no longer has copies of your transcripts, please submit a letter from your school on official letterhead stating this.
5. The completed application form with original signatures of the student and parent or guardian.
6. The completed checklist with the applicant’s original signature. Incomplete packages will not be considered.

Please direct all questions to the Scholarship Chair at MSCScholarshipChair@gmail.com

Applications must be postmarked no later than *Friday, March 2, 2018.*
Emailed submissions will not be accepted.



Malmstrom Spouses' Club 2018 Scholarship Application Form

Please check the box that best describes your status:

<input type="checkbox"/>	High School Senior (for 2018 high school graduates)
<input type="checkbox"/>	College or Graduate Student (for continuing students – not entering freshman)
<input type="checkbox"/>	Spouse

Personal Information

Last (Family) Name		First (Given) Name			Middle Name (if any)
Mailing Address	City	State	ZIP Code	Email	
Sponsor's Name and Relationship to Applicant	Home Phone Number	Rank	Sponsor's Unit	Unit Location (City/State)	
How did you find out about this scholarship:					

Educational Data

Current Enrollment: Name of High School/College/University			
GPA or Test Score ^{1, 2}	SAT or ACT (if applicable) ²	Beginning Year	Expected Graduation Date (month & year)
Current or Intended College/University Major			

What degree are you, or will you be, pursuing: (Please place a check in the appropriate box)	Associate/ Vocational	Bachelor's	Master's	Doctorate	
Name of College/University you will be enrolled at during the 2018-2019 school year, or the names of your top three colleges applied to:					
Major/Field of Study	Beginning Year			Expected Graduation Date (month & year)	
College/University Major					
1. Must be minimum of 3.0 2. Please indicate source of the value (IE – GPA, GED, HiSET, SAT, or ACT)					

(Application continues on next page)

Reference Letter

Please indicate below who will be providing your reference letter.

Name	Institution Name (if not institutional or professional – indicate personal)	
Dept Name (if applicable)	Telephone	Email

Applicant/Sponsor Certification/Permission

I hereby certify that all information submitted on this application is true and accurate to the best of my knowledge. By submitting this application, I authorize my high school/college/university to make available to the MSC information concerning my academic records. Pertinent information may also be released to the media if I receive a scholarship.

I understand that all applications will be evaluated on the essay, character statement, and reference letter submission. Submission of an application in no way guarantees that a scholarship will be awarded. I understand that my application will not be considered if it is incomplete or submitted after the **Friday, March 2, 2018** deadline. Furthermore, if I accept appointment to a service academy, I must withdraw my application for an MSC Scholarship or forfeit any MSC scholarship I may have been selected to receive. I also understand that I will be required to prove my eligibility to be awarded this scholarship. Proof may be as simple as showing my ID card to the Scholarship Chair prior to awards ceremony.

Applicant's Signature _____ Date _____

Sponsor's Signature _____ Date _____

Mail applications to: MSC Scholarship Committee: c/o Jill Hunt, 1913 Cherry Drive, Great Falls, MT 59404

Please email the Scholarship Committee at MSCScholarshipChair@gmail.com if you have any questions.



Malmstrom Spouses' Club Scholarship Application Checklist

You must include all of the following along with your application. Please initial by each space indicating you have included it in your application package. Incomplete packages and/or packages received after the deadline will not be considered.

_____ Initial here understanding that you will be required to prove your eligibility to be awarded this scholarship. Proof may be as simple as showing your ID card to the Scholarship Chair prior to awards ceremony (if accepted).

_____ High school or college/university transcripts as applicable. Unofficial transcripts or a copy of your official transcript will be accepted. For GED scores – please submit a copy of your online unofficial GED Score Report. For HiSET scores –submit a copy of your Comprehensive Score Report. Individual Test Reports will not be accepted.

_____ High school seniors only – please submit a copy of your SAT or ACT score.

_____ Spouses – If you have been out of high school for more than ten years and your school no longer has copies of your transcripts, please submit a letter from your school on official letterhead stating this.

_____ Completed scholarship application.

_____ Completed essay.

_____ Completed character statement.

_____ A letter of recommendation completed by a person who is not related to you and who can attest to your leadership skills, motivation, integrity, and character. The letter must be signed and submitted in a sealed envelope with your package. Professional or faculty recommendation must be on letterhead.

_____ Completed and signed checklist.

Applicant's Signature _____ Date _____