



Checklist:

Please complete and submit application no later than Saturday, April 1, 2023. Additionally, if you or others need to mail supplemental information, please make sure your name is included on all information. Supplemental information also **needs to be received on or before April 1, 2023.**

Part I: Personal information. Please be sure to read and include all information. You can upload supplemental information or email as needed. Please note that any missing information may disqualify your application package.

Part II: Transcripts and proof and eligibility. Please be sure to read and include all information. You can upload supplemental information or email as needed. Please note that any missing information may disqualify your application package.

- A) Official, sealed transcript mailed with application. You may email an official transcript as well.
- B) Applicant must be listed on readable photocopy (front and back) of one of the following:
 - Military orders (please black out SSN)
 - Commander's letter
 - DEERS DD form 1172-2 or letter from the Defense Manpower Data Center (DMDC) Support office verifying the applicant's dependent status
 - ***Military ID **WILL NOT** be sufficient***

Part III: Extracurricular Activities. Using the Part III form provided, list all extracurricular activities in which you have participated. These may include, but are not limited to: sports, band, theater, school clubs, after school programs, etc. Also list any honors or special recognition you have earned

Part IV: Service, Citizenship, and Volunteer Activities. Using the Part IV form provided, list all service, citizenship and volunteer activities in which you have participated. These may include, but are not limited to: scouts, faith-related activities, and community volunteer activities. Also list any honors or special recognition you have earned.

Part V: Additional information. This is an opportunity for you to include any other information you would like to be considered. This can include but not limited to work experience, special needs or learning differences/disabilities you have experienced.

Part VI: Personal Essay. In a word document, answer the essay question to the best of your ability. The essay should be one page in length, single-spaced, 1 inch margins, Times New Roman font, size 12. Do not put your name on the essay. Please re-type the question on the top of the page. If you cannot attach your essay document, you may email it to scholarship.spousesclub@gmail.com. In the subject be sure to include your name and what you're emailing i.e. Scholarship Essay.

Part VII: Recommendation letters. Please include at least two letters from people other than relatives. The letters can be emailed by your reference directly to the Scholarship Chair with the subject line of "your name – letter of recommendation". Each letter must include a phone number where the recommender can be reached.

Please find the application here <https://forms.gle/3UQyHqDT3Qn5U4u76>

For all communication please use the following information:

Connie Miller, MSC Scholarship Chairperson
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