



# HURLBURT SPOUSES' CLUB COLLEGE SCHOLARSHIP

**The Hurlburt Spouses' Club is pleased to offer scholarships to**  
select Air Force dependents of Hurlburt Field.

**You are eligible to apply if you meet the following criteria:**

- ☒ **Are currently a student at an accredited college or university**
- ☒ **A dependent of a Hurlburt Field military member <sup>1, 2</sup> (see eligibility requirements below).**
- ☒ **Have a GPA of 3.0 or higher (on a 4.0 scale)**

**Deadline: Monday, March 19, 2018**

## **Additional Information**

**ELIGIBILITY. The applicant must meet ALL the following requirements:**

1. Applicants must be currently enrolled in an accredited college or university and will be attending an accredited college or university during the 2018-2019 academic school year.
  2. The applicant must be a dependent of a **Hurlburt Field military member**. This includes:
    - a. Active duty personnel stationed at Hurlburt Field
    - b. Retired military personnel\*
    - c. Deceased military personnel\*
    - d. A military member currently on an unaccompanied tour from Hurlburt Field\*
    - e. A military member reassigned (out of area) from Hurlburt Field but the applicant remained behind to graduate from high school
    - f. A military member stationed at Hurlburt Field but the applicant resides elsewhere
- \*If the military member is retired, deceased or remote/unaccompanied, the member's last duty station must have been Hurlburt Field unless the applicant is a dependent of a current Hurlburt Spouses' Club member AND
3. The applicant must have a valid military identification card.
  4. As of May 31, 2018, applicants must be at least 17 years old, and not older than 22 years old.
  5. Applicants for academic awards must have a minimum cumulative 3.0 GPA based on a 4.0 scale.
  6. The HSC Scholarship Committee members and their dependents are not eligible to apply for this scholarship.

## **LIMITATIONS**

1. Scholarship funds are to be used during the 2017-2018 academic year for undergraduate studies only.
2. All funds received shall be applied to tuition and/or associated university fees/costs administered by an accredited college or university. These costs may include books, fees, room or board, but may not be used to cover fees from previous academic years, penalty fees or disenrollment fees.

*The HSC is a private, nonprofit organization. It is not part of the DOD or any of its components and has no governmental status.*

## HURLBURT SPOUSES' CLUB

### COLLEGE SCHOLARSHIP APPLICATION

3. Payment of scholarship awards will be made directly to the selected school. The recipient **must** provide the Scholarship Committee with the name and address of the school the recipient will attend, his/her ID card number, and a copy of class schedule for Fall 2018. This information must be emailed by **October 1, 2018**, or the award will be considered unclaimed.
4. The scholarship award, when combined with other scholarships, must not exceed the cost of tuition, fees, books, and room and board for the academic year. Any remaining funds at the end of the school year must be returned to the HSC Scholarship & Charity Fund.
5. Students accepting an appointment to a military service academy, a 4 year full ROTC scholarship (most only pay for the academic portion) or a full scholarship (including the GI Bill) which pay 100% of the student's tuition, fees, books, room and board become ineligible for this award. Any applicant awarded an HSC scholarship and intends to attend a military service academy or intends to use a full scholarship, must notify the HSC Scholarship Committee immediately and forfeit the HSC Scholarship. The HSC Scholarship will, in turn, be awarded to an alternate scholarship recipient.
6. Recipients who accept a scholarship from another military spouses' organization become ineligible for the HSC scholarship and must notify the HSC Scholarship committee immediately and forfeit the award. The HSC scholarship will, in turn, be awarded to an alternant scholarship recipient.
7. Prior recipients of an HSC Scholarship are not eligible to apply for or receive an HSC Scholarship for the 2018-2019 academic school year.
8. Please see our FAQ section on page 3. E-mail additional questions to **HSCscholarships@gmail.com**.
9. Applicants may apply for only one HSC scholarship.

#### SELECTION AND AWARD NOTIFICATION

A panel of independent judges from the local community selects the scholarship recipients. The judges are not affiliated with the HSC and do not have access to applicant identification until after recipients are selected. You will be contacted by **April 9, 2018** if you have been selected for a scholarship. An awards reception will be held in your honor in early May. Further details will be sent via email. Awards are granted without regard to the Hurlburt Field member's rank or applicant's race, gender, ethnicity, religion, or disability.

**Please keep this sheet for your records**

**APPLICATION MATERIALS.** This application is valid only when all of the pages listed below are completed:

- ☐ I. Personal Data & Statement of Understanding
- ☐ Ia. Proof of Eligibility. One of the following must be provided:
  - **Active Duty Sponsor?** A copy of **orders** OR the **Verification of Eligibility Form** (see pg. 6 in this packet). **Please redact sponsor's SSN.**
  - **Sponsor on a Remote Tour?** A copy of **orders**.
  - **Retired or Deceased Sponsor?** A copy of **DD form 214**.  
→ PLEASE **HIGHLIGHT** THE BLOCK THAT INDICATES SPONSOR RETIRED FROM HURLBURT
- ☐ II. Education, Employment, Community/Volunteer Service, Clubs/Activities, Awards
- ☐ IIa. Official college transcript supporting all educational data and your cumulative GPA.
- ☐ III. Essay
- ☐ IV. Reference letter from faculty or staff member from your college/university, an employer, or mentor who can attest to your character and academic/work/community performance. May not be written by a family member.

#### DEADLINES/CONFIRMATION OF RECEIPT

The application and all appropriate paperwork must be submitted via email by **11:59 p.m. CST on Monday, March 19, 2018**.

***Incomplete or late application materials will not be considered.***

An email will be sent verifying receipt of your application. If you have submitted your application but not received verification by March 24, 2017, contact the Scholarship Chairperson immediately.

# **HURLBURT SPOUSES' CLUB**

## **COLLEGE SCHOLARSHIP APPLICATION**

All materials submitted with the application become the property of the Scholarship Committee. Documents will not be released to applicants, nor will they be forwarded to other institutions or agencies. After selection, the application materials will be destroyed to ensure privacy is maintained.

**Point of Contact:**     **Annette Griffin, HSC Scholarships**  
**PO Box 631**  
**Mary Esther, FL 32569**  
**HSCScholarships@gmail.com**

### ***FREQUENTLY ASKED QUESTIONS***

- 1. Is this scholarship only for officers' dependents?**  
No, it is open to all ranks in the USAF.
- 2. Do you have to live in the Hurlburt Field area to apply?**  
Not necessarily; the active duty sponsor must be assigned to perform active duty at Hurlburt Field AFB.
- 3. My parent is in the Army, Navy, Marines or Coast Guard. Am I eligible to apply?**  
No, this scholarship is only open to US Air Force dependents assigned to Hurlburt Field.
- 4. My step parent is in the Air Force and I've lived with him/her for 7 years. Can I apply?**  
No. You must be categorized as an Air Force dependent.
- 5. My parent works as a civilian on an Air Force Base. Can I apply?**  
No, you are not a USAF dependent.
- 6. My parent served in the USAF for 7 years and got out. Am I eligible?**  
No. Your parent is a proud USAF veteran, but you are no longer considered a dependent.
- 7. If I've previously won for another spouse club (eg: Eglin SC, AFOSC Washington DC) can I apply and win for Hurlburt SC?**  
Yes, you can, but not in the same year.
- 8. If I've previously won a scholarship from Hurlburt SC can I apply again in a different category?**  
No. Once you've won one of our scholarships, you can not win again.
- 9. Can I apply for several different spouse club scholarships in the same year?**  
Absolutely. Although our rules state that you may only win one spouse club scholarship. If you win for two clubs in the same year, you'll have to accept one and decline the other.
- 10. Can the check be written out to any other person/agency/landlord?**  
No, the check will only be written to the University.
- 11. Will you let me know if my application arrives?**  
Yes. You will be contacted via email within a reasonable time frame once your application has been received.
- 12. How do you notify the applicants?**  
Recipients will also be notified by email in mid-April.
- 13. I'm a spouse and a college student, which application do I use?**  
College applications are for USAF dependent children who are in college. Spouses are invited to fill out the spouse application forms.
- 14. Does my reference letter have to be in a sealed envelope?**  
No. Reference letters can be emailed to [HSCscholarships@gmail.com](mailto:HSCscholarships@gmail.com).
- 15. We are a dual active duty family. Can my spouse apply?**  
No, only non-military spouses may apply.

**HURLBURT SPOUSES' CLUB**  
**COLLEGE SCHOLARSHIP APPLICATION**

***Part I: GENERAL INFORMATION***

*Please type or print clearly.*

<b>Name:</b>	<b>Date of Birth:</b>
<b>Mailing Address:</b>	<b>City, Zip Code:</b>
<b>Phone:</b>	<b>Email address:</b>
<b>Sponsor's Name:</b>	<b>Sponsor's DOD ID#:</b>
<b>Sponsor's Status (active, retired, deceased):</b>	<b>(If active duty) Sponsor's Base/Squadron &amp; Work Phone:</b>
<b>Is applicant a dependent of a current HSC member? If 'yes', name of HSC member:</b>	<b>(If retired) Sponsor's last assignment:</b>

***STATEMENT OF UNDERSTANDING***

Should I accept an Hurlburt Spouses' Club (HSC) Scholarship Award, I understand and agree to the following conditions:

1. Scholarship funds are to be used within the 2018-2019 academic year for undergraduate studies. Funds shall be applied to tuition and/or associated university costs administered by an accredited college or university. These costs may include books, fees, room or board but may not be used for past or current penalties or disenrollment fees.
2. I will have until **June 1, 2018** to email the scholarship chairperson of my acceptance of the award. In failing to do so, I will forfeit the award.
3. I will submit via email the name and address of the school I will attend for the 2018-2019 academic year with a copy of my ID card (with ID number) and class schedule to the scholarship chairperson **NLT October 1, 2018**.
4. After receiving the notice of acceptance of award letter and the requested documents, the scholarship check, along with a cover letter with the terms of the scholarship, will be mailed directly to the college or university.
5. The scholarship award, when combined with other scholarships, must not exceed the cost of tuition, fees, books, and room and board for the academic year. Any remaining funds must be returned to the HSC Scholarship & Charity Fund as soon as possible.
6. If I receive a scholarship (including the GI Bill) which pays 100% of my tuition, books, room and board and academic fees, I will be ineligible for this HSC scholarship award. If I accept a scholarship from another military officers'/enlisted spouses' organization, I will be ineligible for this HSC scholarship award.

*HSC College Application*

**HURLBURT SPOUSES' CLUB**  
**COLLEGE SCHOLARSHIP APPLICATION**

7. It is my responsibility to notify the HSC Scholarship Committee of any change of status (e.g., change of schools, change in address, etc.). Failure to do so may result in the forfeiture of my scholarship award.
8. Unclaimed funds as of **October 1, 2018** will revert to the HSC Scholarship & Charity Fund.
9. I agree to the use of my name and picture concerning this award in local publications (area newspapers) and their social media sites as well as HSC & Hurlburt Field publications & social media sites.
10. I understand that the HSC Scholarship Committee reserves the right to correspond with the selected school financial aid officer concerning the appropriate use of this award. Should questions or concerns arise, the Scholarship Committee reserves the right to withdraw unused funds until my standing is clarified to their satisfaction.
11. I agree that my signature on this form will authorize the HSC Scholarship Chair to release this application, including GPA, reference letters, essays and transcript(s) to the Scholarship Committee, as needed.

I certify that all information in this application is accurate to the best of my knowledge, and the essay is entirely my own effort.

<b>Applicant's Signature:</b>	<b>Date:</b>
<b>Sponsor's Signature (if available):</b>	<b>Date:</b>

***Part Ia: MEMORANDUM FOR RECORD***

*Complete in lieu of submitting military orders*

TO: Scholarship Chair, Hurlburt Spouses' Club

SUBJECT: Verification of Eligibility for HSC Scholarship in lieu of DD Form 214 or Military Orders

*Applicant, please fill out the portion below prior to submitting it for signature.*

<b><i>Applicant Name:</i></b>	<b><i>Applicant's DOB:</i></b>
<b><i>Sponsor's Name:</i></b>	<b><i>Sponsor's Squadron/Unit:</i></b>

This memorandum is to verify that the individual applying for the Hurlburt Spouses' Club *Spouse Scholarship* meets the two (2) criteria as listed below:

1. The applicant is be a dependent of a **Hurlburt Field military member**. This includes:
  - a. Active duty personnel stationed at Hurlburt Field
  - b. Retired military personnel\*
  - c. Deceased military personnel\*
  - d. A military member currently on an unaccompanied (remote) tour from Hurlburt Field\*
  - e. A military member stationed at Hurlburt Field, but the applicant resides elsewhere

\*If retired, deceased, or remote/unaccompanied, please note the location of the member's last duty station: \_\_\_\_\_

*HSC College Application*

**HURLBURT SPOUSES' CLUB**  
**COLLEGE SCHOLARSHIP APPLICATION**

2. The applicant must have a valid military identification card.

Signature of Sponsor's Supervisor: \_\_\_\_\_

Printed Name of Supervisor: \_\_\_\_\_

Supervisor's Squadron/Unit: \_\_\_\_\_

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

***Part II: EDUCATION, EMPLOYMENT, COMMUNITY SERVICE, AWARDS***

EDUCATIONAL DATA			
Colleges and high school attended (Name, City, State)	GPA	Dates Attended From Mo/Yr - To Mo/Yr	

EMPLOYMENT DATA (During College) List most recent employment first. Include employment hours through 31Jan 2018.		
Job Description (Include Name, City, State as applicable)	Estimated Total Hours	Dates employed From Mo/Yr – To Mo/Yr

# HURLBURT SPOUSES' CLUB

## COLLEGE SCHOLARSHIP APPLICATION

**Name:**

<i>Ex) Pizza Hut Store #125, Hostess/Wait staff, John Smith MGR, Alexandria, VA Babysitting self employed, Brown, White and Thomas families, Springfield, VA</i>	200 150	6/2014 Sept/2013	Present Present

**COMMUNITY/VOLUNTEER SERVICE/CLUBS Fresh, Soph, Jr, college only.** List volunteer work with service, religious, and other community organizations and non-school athletics, clubs or activities. Verification of service may be required. List most recent service first. **Do not include HS activities.**

Please state position **C**-Captain **CC**- Co-Captain **VP**-Vice-President **S**-Secretary **P**-President **T**-Treasurer **M**-Member **O**-Other

Organization (Name, City, State)	Position/Title/ Description	Estimated Total Hours	Dates volunteered From Mo/Yr – To Mo/Yr	
<i>Ex) Habitat for Humanity, Norman, OK Mission trip UMUC Alexandria</i>	<i>Built 10 homes Built water wells Haiti Blood Drive</i>	<i>200 80 15</i>	<i>June 2015 June 2015 Sept 2015</i>	<i>August 2016 June 2015 Sept 2015</i>
		<b>TOTAL HOURS:</b>		

**COLLEGE ACTIVITIES** List activity & place the descriptive symbol in the appropriate year column

**C**-Captain **P**-President **T**-Treasurer **M**-Member **O**- Please state position **CC**- Co-Captain **VP**-Vice-President **S**-Secretary

Activity	Fresh	Soph h	Junior	Description of Activity
<i>Ex) Tri Delta Sorority</i>	<i>M</i>	<i>T</i>		<i>Social and philanthropic organization</i>

*HSC College Application*

# HURLBURT SPOUSES' CLUB

## COLLEGE SCHOLARSHIP APPLICATION

Intramural sports Young Republicans	M M			Kickball, softball, and volleyball Political group on campus

AWARDS/HONORS Fresh, Soph and Junior years of college ONLY. Begin with the most recent.				
College Award/Honor and Organization	Description of Award/Honor	Fall Semester	Spring Semester	Year (s)
<b>Ex)</b> Dean's List Outstanding	Min GPA 3.5 required	GPA 3.9	GPA 4.0	Fresh, Soph Fresh

### **Part IIa: TRANSCRIPTS**

Request one (official) copy of your most recent transcript from your school/university registrar to be received no later than **Monday, March 19, 2018** at **11:59 p.m. CST**. Please include Fall 2017 semester grades.

- Via email (as a PDF from the school or university's Registrar's Office): **HSCscholarships@gmail.com**
- Via mail (postmarked *on* or *before* **March 12, 2018**):  
**Annette Griffin, HSC Scholarships**  
**PO Box 631**  
**Mary Esther, FL 32569**



**HURLBURT SPOUSES' CLUB**  
**COLLEGE SCHOLARSHIP APPLICATION**

<b>Name:</b>
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***Part III: ESSAY***

*Please respond to the following prompt in an essay no longer than 500 words (typed).  
Your essay will be evaluated on clarity and organization of ideas, originality and creativity of content, and usage of  
standard English grammar and mechanics.*

**Describe and explain the significance of an event or series of events that  
occurred during your college career that helped clarify what you want to do  
after graduation.**

***Part IV: REFERENCE LETTER***

*Please request a reference letter (no more than a page) from a person who can attest to your character and  
academic/work/community performance. This person can faculty or staff member from your college/university, a  
recent employer, or mentor. This letter may not be written by a family member.*

*Your referee may send his/her letter directly to:*

***HSCScholarships@gmail.com***