



MOUNTAIN POST SPOUSES CLUB

2020-2021 SCHOLARSHIP FUND APPLICATION

The Mountain Post Spouses Club (MPSC) Scholarship Committee facilitates and awards merit-based scholarships for eligible applicants (spouses and dependents) of the Fort Carson, Colorado community.

Please read all pages of the application packet carefully and thoroughly. If you have any questions regarding the application, please submit an email to scholarship@mpsc.us. The first few pages discuss the eligibility requirements and application guidelines to assist you in easily completing the application and meeting all necessary requirements. In order for your application to be considered, please ensure that you have filled out the application in its entirety and submitted all additional documents, as requested.

ELIGIBILITY

1. Eligible applicants are spouses or dependents only and **MUST** have at least one parent/sponsor assigned to a military installation in Colorado Springs, CO to be eligible for any of the application categories. If the sponsor/parent is a retiree, they must reside in the Colorado Springs, CO community during the school year. **For the purpose of this scholarship, the Colorado Springs, CO community is defined as within a 40-mile radius of the Fort Carson installation.**
2. The applicant **MUST** apply for one of the five categories listed below:
 - **High School Senior**
 - **Dependent Undergraduate** (Continuing)
 - **Spouse Undergraduate**
 - **Advanced Degree** (Dependent or Spouse)
 - **Certifications** (Dependent or Spouse)
3. The applicant must be accepted or expect to be accepted by an accredited institution of higher education for the following academic year.
4. The applicant must agree to enroll as a full-time student as defined by the university/college OR can be a part-time student if the applicant is the spouse.
5. Scholarship applicants must have an overall GPA of 2.5 or higher on a 4.0 scale (unweighted GPA) verified by transcripts. **Applicants pursuing a scholarship for a certification do not need to submit transcripts.**
6. The completed application must be postmarked no later than the specified deadline and in accordance with the guidance provided on the application.
7. The applicant must sign the “Acknowledgment of Conditions” and be able to provide verification of dependent status to MPSC Scholarship Chair when requested.



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SPECIAL NOTE: *Any applicant who is a member of the Mountain Post Spouses Club (MPSC) or is a dependent of a member of the MPSC will receive bonus points on the Judging Rubric. To apply for membership please go to <http://www.mpsc.us/membership>*

SELECTION PROCESS

1. During the application, selection, and awarding process, correspondence regarding application and status will only be discussed between the applicant and designated MPSC Board Members. Only in cases where the applicant is a minor (under the age of 18) can the applicant designate an authorized person to be allowed consent for correspondence.
2. All applicants will be acknowledged via email upon receipt of a completed application packet. Please allow up to one week for email confirmation.
3. Eligible applications will be given to the Scholarship Selection Panel for review. (As outlined in the MPSC Constitution and Bylaws).
4. The MPSC Scholarship Committee decides the number of scholarships and award amounts each year based on the amount of funds designated for distribution by the MPSC Executive Board.
5. The Scholarship Chair redacts any identifying information that could be used to recognize the applicant before presenting applications to the MPSC Scholarship Committee.
6. Incomplete or inaccurate packets will not be considered.
7. Scholarship money is NOT to be used for individual “continuing education” classes. This pertains to classes that are not part of part or full time academic programs.
8. Applicants will be notified of the results of their scholarship applications through email or mail by May 1, 2021.
9. If requested, the awardees will provide proof of their dependent status with a valid military ID card.
10. The award ceremony will be held in-person or virtually in May 2021. Details for the event will be provided in the results notification email.



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SCHOLARSHIP APPLICATION GUIDANCE

- 1) Follow the instructions in each section and complete them thoroughly
- 2) Summary of Applicant Education/Experience and Essay Sections:
 - a) Please type and double-space all responses.
 - b) Do not put your name on these sheets. Please include the last four of your social security number on the upper righthand corner of **every** page submitted.
 - c) List contact information for references where applicable.
- 3) Essay Section:
 - a) Not to exceed 500 words. Essays with more than 500 words will be recognized with 0 points in the selection committee reviewing process.
- 4) A copy of the official transcript(s) may be mailed from educational institution or be included with your application. Educational institutions may also send transcripts electronically to scholarship@mpsc.us ***The application will not be considered if the transcripts are unofficial or missing***
- 5) Transcripts are not required for applicants who are applying for money to be used for a certification.
- 6) Please email the Scholarship Chair at scholarship@mpsc.us when the completed application has been submitted for tracking purposes. A confirmation notification will be sent to the applicant once the packet is received.
- 7) **Any scholarships that are declined or unclaimed by 30 September 2021 shall be forfeited by the awardee and the amount will return to the MPSC Scholarship fund.**

THIS APPLICATION MUST BE POSTMARKED TO LATER THAN

15 March 2021

If you have any questions concerning the application process, please write or email:

Mountain Post Spouses Club
Attn: Scholarship Chairperson
P.O. Box 13236
Colorado Springs, CO 80902
Or
Email: scholarship@mpsc.us



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APPLICATION CHECKLIST:

This form will serve as your cover sheet. Complete this checklist by initialing each item to ensure that the application is complete and properly submitted. This form will be placed at the front of your application, and will serve as your cover sheet. Incomplete or improperly submitted applications will not be forwarded to the selection committee.

Submit the required components in the following order:

- ___ **PRIVACY ACT STATEMENT AND ACKNOWLEDGEMENT OF CONDITIONS OF THE MPSC SCHOLARSHIP**
- ___ **APPLICANT AND SPONSOR INFORMATION**
- ___ **SUMMARY OF APPLICANT EDUCATION / EXPERIENCE**
- ___ **ESSAY**
- ___ **LETTER(S) OF RECOMMENDATION**
- ___ **HIGH SCHOOL APPLICANTS ONLY:**

- ___ **Official High School Transcript(s)**

- *All transcripts must have the issuing school's seal imprinted on the document.*
- *Photocopies of any transcript with the issuing school's seal are not acceptable.*
- *Transcripts printed on copy-proof paper with other security marks embedded in it will be accepted as official transcripts.*

- ___ **CONTINUING UNDERGRADUATE DEPENDENT / SPOUSE APPLICANTS, AND ADVANCED DEGREE SCHOLARSHIP APPLICANTS:**

- ___ **Official College/University Transcript(s)**

- *Provide an OFFICIAL copy of transcript(s) from ALL colleges listed in your application. If the applicant has completed less than 24 semester hours by 1 JAN 2021, an official high school transcript is also required, unless the applicant has been out of high school seven years or more.*
- *All transcripts must have the issuing school's seal imprinted on the document.*
- *Photocopies of any transcript with the issuing school's seal are not acceptable.*
- *Transcripts printed on copy-proof paper with other security marks embedded in it will be accepted as official transcripts.*
- *Transcripts mailed or emailed directly to scholarship@mpsc.us are acceptable.*

- ___ **PLACE ALL OF THE ABOVE IN A SINGLE ENVELOPE ADDRESSED TO:**

Mountain Post Spouses Club
Attn: Scholarship Chairman
P.O. Box 13236
Colorado Springs, CO 80902

The completed application packet must be mailed to the MPSC Scholarship Chair at the address above and postmarked no later than 15 March 2021.

LATE APPLICATIONS WILL NOT BE ACCEPTED.



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ALL APPLICANTS:

Please read and sign the Privacy Act Statement and Acknowledgement of Conditions as outlined below.

PRIVACY ACT STATEMENT

The enclosed personal information will be maintained by the Mountain Post Spouses Club Scholarship Fund for administrative and marketing use and released only to the individuals needing to evaluate the application. The use for marketing purposes is restricted to Mountain Post Spouses Club Scholarship fund fundraising events and is restricted to the use of the addresses of applicants and sponsors solely. The disclosure of the information by the applicant is voluntary, however, failure to disclose all or part of the requested information may hinder evaluation of the application.

ACKNOWLEDGEMENT of CONDITIONS of the MPSC SCHOLARSHIP

1. These scholarships are for tuition-related expenses only. The MPSC Scholarship Committee, upon receipt of written proof of full-time enrollment (or if spouse, part-time enrollment) will send all scholarship money directly to the financial office of the institution of higher learning, where it will be deposited into scholarship recipient's bursar account.
2. Scholarship money will be available for use beginning with Fall 2021. Any funds not claimed by 30 September 2021 will be forfeited by the awardee and returned to the MPSC Scholarship Fund.
3. Awards declined will be returned to the scholarship fund and used at the discretion of the committee.
4. If the eligibility criteria, including scholarship application guidance are not met, the application will not be forwarded to the selection panel.
5. If requested, awardees will provide proof of their dependent status with a valid military ID card.

I certify that the information in this application is true and correct to the best of my knowledge. I understand that I may be disqualified if I have included false information in the application. I agree to abide by the conditions of the MPSC Scholarship Fund and the decision of the Scholarship Selection Panel and in no way shall question their selection of the winners and alternates.

APPLICANT'S SIGNATURE: _____ **DATE:** _____



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****Please complete the following pages in their entirety. Type or clearly print all responses.****

APPLICANT INFORMATION

- **APPLICANT'S NAME (Last, First, Middle):** _____

- **APPLICANT'S DATE OF BIRTH:** _____
- **APPLICANT'S ADDRESS:** _____

- **APPLICANT'S PHONE NUMBER:** _____
 - **ALT. PHONE NUMBER (if applicable):** _____
- **APPLICANT'S EMAIL:** _____

APPLICATION CATEGORY

- **I AM APPLYING FOR THE:** (select one of the following five choices)
 - ____ **HIGH SCHOOL SENIOR**
 - ____ **CONTINUING UNDERGRADUATE (DEPENDENT)**
 - ____ **SPOUSE UNDERGRADUATE**
 - ____ **ADVANCED DEGREE (SPOUSE OR DEPENDENT)**
 - ____ **CERTIFICATION (SPOUSE OR DEPENDENT)**
 - What certification are you pursuing? _____
 - What is the cost? _____
- **NAME OF COLLEGE/UNIVERSITY (IF KNOWN/APPLICABLE):** _____

- **WHAT DEGREE ARE YOU PURSUING (IF KNOWN)?** _____



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SPONSOR INFORMATION

- **SPONSOR'S NAME** (Last, First, Middle): _____

- **SPONSOR'S HOME ADDRESS:** _____

- **SPONSOR'S PHONE NUMBERS:** _____
 - **ALT. PHONE NUMBER** (if applicable): _____
- **BRANCH OF SPONSOR: (PLEASE CIRCLE ONE)**

ARMY NAVY AIR FORCE COAST GUARD MARINES RETIREE
- **LOCATION OF SPONSOR'S UNIT:** _____

MPSC BONUS POINTS ELIGIBILITY

Any applicant who is a member of the Mountain Post Spouses Club or is a dependent of a member of the Mountain Post Spouses Club will receive bonus points on the Judging Rubric. To apply for membership please go to <http://www.mpsc.us/membership>.

- **WHO IS THE MOUNTAIN POST SPOUSES CLUB (MPSC) MEMBER:**
_____ **APPLICANT (SELF)** _____ **PARENT /GUARDIAN** _____ **N/A**

Name of MPSC member, if not self: _____

APPLICATION CORRESPONDENCE CONSENT FOR MINORS

If the applicant is under the age of 18, they may specify an individual who is able to assist in correspondence with their application. If information is not provided then all communication will take place between the applicant and designated MPSC Board Members. Applicants over the age of 18 are NOT able to have a correspondence liaison and will be required to communicate on their own behalf.

- **NAME** (Last, First, Middle): _____
- **PHONE:** _____ **EMAIL:** _____



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SUMMARY OF APPLICANT EDUCATION/EXPERIENCE

On a separate sheet of paper, type and double-space all responses, clearly restating each question in bold. (Education, Activities, Awards, Etc.) Include the last four of your social security number on the upper righthand corner of every page submitted. ****DO NOT PUT YOUR NAME ON THESE SHEETS.****

1) IN CHRONOLOGICAL ORDER, BEGINNING WITH THE MOST RECENT, LIST ALL SCHOOLS YOU HAVE ATTENDED SINCE GRADE 9.

- Use the following format:
 - **School name – Location of school – Dates attended – Graduation date/Projected date (if applicable)**
 - If you have begun taking college credits, note after the “dates attended” the number of credits you have completed. If you have completed a GED, note that information under “school name”, including the date the degree was awarded.
- **EXAMPLES:**
 - Scholarship High School – Scholarship, CO – 2005-2010 – Graduation Projected May 2020
 - Scholarship Community College – Scholarship, CO – August 2017-Present – 6 credit hours complete

Applicants who are pursuing certifications do not need to include previous school information. Applicants who have been out of high school more than seven years do not need to include high school information.

2) IN CHRONOLOGICAL ORDER, LIST ALL SCHOOL AND VOLUNTEER ACTIVITIES DURING THE LAST FOUR YEARS.

- Use the following format:
 - **Volunteer Activity (Position held if applicable) - Location/School - Dates participated - hours spent per month participating in activity**
 - List points of contacts for reference where applicable (name, phone number and email).
- **EXAMPLES:**
 - Senior Class Steering Committee – Scholarship High School – May 2015-May 2017 – 4 hours/month
 - County Historical Museum (position-tour guide) – Scholarship, CO – May 2015-May 2017 – 8 hours/month

Example information includes, but not limited to: art, athletics, band, church activities, clubs, community activities, community service, debate, drama, school newspaper, scouting, student government, yearbook etc.



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3) IN CHRONOLOGICAL ORDER, LIST ALL LEADERSHIP POSITIONS HELD AND AWARDS/HONORS EARNED DURING THE LAST FOUR YEARS.

- **EXAMPLES:**

- Treasurer, Senior Class Steering Committee – Scholarship High School – May 2015-May 2017
- Captain, Varsity Football Team – Scholarship High School – August 2015-May 2017
- Eagle Scout, Troop 123 – Scholarship, CO – May 2016

4) IN CHRONOLOGICAL ORDER, LIST ALL EMPLOYMENT EXPERIENCES DURING THE LAST FOUR YEARS. INCLUDE ANY SELF-EMPLOYMENT OPPORTUNITIES.

- Include the dates each position was held, a SHORT description of the position, and the number of hours worked per week.
 - List points of contact for references (where applicable name, phone number and email).
- **EXAMPLES:**
 - MacKing Drive in Restaurant: Scholarship, CO - Shift Leader - 15 hours/week - May 2015-present; Managed 5 employees in the provision of food service
 - My Own Lawn Service: Scholarship, CO, Manager, 40 hours/week(summertime) - May 2015-present; Managed 3 employees in the provision of lawn care

ESSAY

ANSWER THE ESSAY QUESTION ON A SEPARATE SHEET OF PAPER. PLEASE ANSWER THE QUESTION IN 500 WORDS OR LESS. RESPONSES LONGER THAN 500 WORDS WILL BE VOID AND AWARDED “0” POINTS. RESPONSE SHOULD BE TYPED AND DOUBLE SPACED. *Include the last four of your SSN on the upper righthand corner of the essay page. ****DO NOT PUT YOUR NAME ON THIS SHEET.*****

- **QUESTION:**

The year is 2031 and a book (or movie) is being released about your life and the impact you have made in your field of study. Please compose a title and synopsis to highlight the story of your life over the next 10 years that includes your achievements and challenges.



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LETTER(S) OF RECOMMENDATION

Letter(s) of recommendation must be from an employer, faculty member, activity sponsor, church leader, civic leader, or neighbor with whom the applicant has been associated in the last four years. **No more than THREE letters of recommendation will be accepted per applicant.**

Please share the following guidelines with each individual in which you are requesting a letter of recommendation.

1. Please **DO NOT** use the applicant's name in the letter. The application will be reviewed anonymously and identifying information will be redacted prior to presentation to the Selection Committee.
2. Please address the letter to the Mountain Post Spouses Club Scholarship Selection Committee.
3. The selection committee recommends that you address the character, leadership, and potential of the applicant with *specific examples*.
4. Within the letter, please note your relationship to the applicant and include your (the author's) contact information.
5. Return the completed letter to the applicant. All letters must be submitted to the MPSC Scholarship Committee as part of the entire application packet in a single mailing.
6. Applications must be complete and postmarked by the applicant on or before **15 March 2021**.

TRANSCRIPTS

All transcripts must be official and have the issuing school's seal imprinted on the document or if printed on copy-proof paper there must be other security marks embedded in it. Photocopies of transcripts with no seals or security marks are not acceptable. Transcripts may be mailed with the application packet or emailed directly from the institution to **scholarship@mpsc.us**.

- **HIGH SCHOOL APPLICANTS:**
 - Provide an official high school transcript to include all of the courses you took and the grades you received from each course.
- **CONTINUING UNDERGRADUATE DEPENDENT/SPOUSE APPLICANTS, AND ADVANCED DEGREE SCHOLARSHIP APPLICANTS:**
 - Provide an OFFICIAL copy of transcript(s) from ALL colleges listed in your application. If the applicant has completed less than 24 semester hours by **1 JAN 2021**, an official high school transcript is also required, unless the applicant has been out of high school seven years or more.