

2024-2025  
Randolph Spouses' Club  
Spouse Scholarship Application

**I. Eligibility (Each applicant must meet the following requirements)**

- A. Applicants must plan to attend an accredited college, university, technical, trade or vocational school during the 2024-2025 academic school year; **and**
- B. Each applicant must be a dependent spouse of a/an:
  - 1. Active duty military member of the Armed Forces assigned to a military installation in the San Antonio Area;
  - 2. Active duty Armed Services personnel on a short tour (remote) assignment whose family members remained in the San Antonio area,
  - 3. Geographically separated family due to a non-sponsored assignment,
  - 4. Retired, POW/MIA or deceased Armed Forces personnel wherein the family members reside in the San Antonio area; **and**
- C. The applicant must be in possession, or eligible for possession, of a military ID card allowing full benefits that does not expire before the scholarship award ceremony in May 2024; **and**
- D. GED or Home-schooled applicants must supply credentials and documentation that are commensurate with the requirements listed in the application; **and**
- E. The RSC Scholarship Committee members and their dependents are not eligible to apply for or receive this scholarship.

**II. Limitations**

- A. The applicant must use the scholarship at an **accredited two- or four-year college, university, technical, trade or vocational school** during the 2024-2025 academic year.
- B. The funds must be used for the payment for expenses charged by the Finance Office or Business Office of the institution. Funds may not be used to cover tuition from previous academic years.
- C. Funds may **not** be used for personal expenses or fines of any sort that are billed to a student account (including, but not limited to, travel or parking).
- D. Payment of scholarship awards will be made directly to the selected school. Recipients must submit **verification of registration** from the educational institution to the Scholarship Chairperson no later than **August 15, 2024**. Should a recipient be unable to provide verification by the deadline, he/she **must** contact the RSC Scholarship Chairperson **before** the deadline to make appropriate arrangements. Any recipient who fails to comply will no longer be eligible for award money.
- E. The RSC shall issue a check in the full amount of the scholarship payable to the educational institution for use by the recipient by **August 30, 2024**, contingent upon receipt of all necessary information from the recipient.
  - 1. This check shall be sent directly to the educational institution by the Scholarship Chairperson with a letter of instruction indicating that any amount of this scholarship not used for the designated purposes shall be returned to RSC.
- F. RSC Scholarship recipients are restricted from being awarded the RSC Scholarship if they accept any of the following:
  - 1. a **full, 4-year scholarship** to an accredited college, university, technical, trade or vocational school (defined as payment of 100% of tuition, room, board, books, etc.);
  - 2. an appointment to any U.S. Service Academy or Preparatory School;
  - 3. a **4-year full** ROTC Scholarship (defined as payment of 100% of tuition, room, board, books, etc.);

- G. The award will be withdrawn if the recipient accepts a scholarship from another Military Spouses' Club.

### III. Application Instructions

- A. Print completed application, using only available spaces on this form. Do not use back of form.
- B. It is important that applicants provide any and all qualifying information in the application categories (Educational, Employment, Community/Volunteer Service, Community/Club Activities, High School Activities, and Awards/Honors). Scholarships are awarded based on total points. Please attach additional data sheets as necessary to gain maximum points.
- C. Mail the completed application and any supporting documents to:

**Randolph Spouses' Club  
Attn: Scholarship Chair  
P.O. Box 18  
Universal City, TX 78148**

- D. Completed packets must be POSTMARKED ON OR BEFORE **29 MARCH 2024**. Late and/or incomplete applications will not be considered.
- E. An email will be sent verifying receipt of your application. If you have submitted your application but not received verification by April 5, 2024, contact the Scholarship Chairperson immediately at the email address listed below.
- F. 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.

**Randolph Spouses' Club Scholarship Chair  
Email: rscscholarships@gmail.com**

### IV. Application Completion

**Please read carefully.** This application is complete only when all of the pages listed below are delivered. All materials must be submitted at the same time. Each page of the application must include the last four digits of the applicant's SSN. Copy only the pages indicated and attach. Do not staple, but paper clip together in the following prescribed order:

1. Personal Data Sheet
2. One (1) copy of the Educational, Employment, and Community Service Data Sheet(s)
3. One (1) copy of the Activities and Awards Data Sheet(s)
4. Two (2) copies of the Essay written by the applicant on the following question: **"How are you unique? (Discuss your background, interest, identity or talent)"**
  - a. Type essay, including title, on 8 ½" x 11" paper, 1" margins, and 12 pt. Times New Roman, and double spaced, 300-500 words in length. Place a word count at the end of the essay. Place your SSN (Last 4 ONLY) in the upper right corner of every page.
  - b. **DO NOT use your name, school, position, or other identifiers in the essay.** Judging criteria include: ideas, originality, mechanics, technical, vocabulary, organization and overall impression of the essay.
  - c. Essays must be written by the applicant without AI or outside content assistance.
5. Official High School and/or College Transcript(s) supporting all educational data and documenting your cumulative, **unweighted and weighted** GPAs, to include to your latest completed semester of education.
  - a) Grade reports and copies of transcripts are not acceptable. The transcripts must include a counselor signature and/or school seal.
  - b) If you have been out of High School for more than 10 years and/or have completed 2 years of college, you will not need to send High School Transcripts
6. Official College Transcript if you have attended or are currently attending college.
7. GED (if applicable)

8. Copy of SAT/ACT scores (**not required for current college students who have completed 1 semester**).
9. Two (2) Reference Letters from persons who know you well.
  - a. At least one letter must be from a member of the applicant's school faculty or administration, employer, church leader or youth director, Scout Leader or other community service director.
  - b. All letters must be from non-family members.
  - c. Applicant's name should only appear in the header and/or introduction of the reference letter.
10. Signed and dated Randolph Spouses' Club Application Agreement.
11. Signed and dated Randolph Spouses' Club Privacy Act Statement.
12. Proof of enrollment in DEERS.

**Scholarship Application Checklist of Items to be Submitted**

Please check off that each item is enclosed (partial applications *will not* be considered):

- Personal Data Sheet
- Educational, Employment, and Community Service Data Sheet(s)
- Activities and Awards Data Sheet(s)
- Two Copies of Essay
- Official High School and or College transcripts/GED certificate
- College Entrance Exam Scores (SAT/ACT)
- Two letters of recommendation
- Signed and dated RSC Scholarship Application Agreement
- Signed and dated RSC Privacy Act Statement
- Proof of Enrollment in DEERS

**PERSONAL DATA SHEET**

<b>Personal Data Disclosure</b>
<p><b>PRINCIPLE PURPOSES:</b> To facilitate award of scholarship funds to education centers and determine eligibility. <b>ROUTINE USES:</b> Information may be disclosed to federal, state and local education institutions for the purpose of allocating awards to scholarship recipient accounts; and the RSC Scholarship Committee for accounting purposes and to verify military dependent eligibility. Paperwork is kept on file for one year and then shredded.</p> <p><b>DISCLOSURE:</b> Disclosure of the SSN is voluntary. However, this form will not be processed without the applicant's and sponsor's SSN.</p>

<b>APPLICANT'S INFORMATION</b>	
Name (Last, First, Middle)	
Social Security Number (SSN):	
Street Address:	Name of College Attending:
City/State:	
ZIP:	Name of College Planning to Attend:
Home Phone:	
Cell Phone: Email:	
<b>SPONSOR'S INFORMATION</b>	
Sponsor's Eligibility Category: (Check all that apply)	
<input type="checkbox"/> Active Duty <input type="checkbox"/> Retired <input type="checkbox"/> Deceased <input type="checkbox"/> Guard/Reserve <input type="checkbox"/> POW/MIA <input type="checkbox"/> Remote to _____ <input type="checkbox"/> Geographically Separated (sponsor's location) _____	
Sponsor's Name: Rank/Grade:	
Sponsor's Organization:	Last 4 of Social Security Number (SSN):
Organization Address:	Current Mailing Address (if different than applicant's):
Duty Phone Number:	Home Phone:
Sponsor's ID Card Expiration Date:	Email:

**EDUCATION, EMPLOYMENT, AND COMMUNITY SERVICE**

It is important that applicants provide any and all qualifying information in the application categories (Educational, Employment, Community/Volunteer Service, Community/Club Activities, College Activities, Awards/Honors). Scholarships are awarded based on total points. Please attach additional data sheets if necessary.

<b>EDUCATIONAL DATA</b>			
<b>High schools and colleges attended (Name, City, State)</b>	<b>GPA</b>	<b>Dates Attended</b> From Mo/Yr - To Mo/Yr	

To be awarded points in the categories of Employment and/or Community/Volunteer Service, all information including the hours and dates of employment/volunteer service must be fully completed.

<b>EMPLOYMENT DATA</b> List last 5 years of employment. List most recent employment first.		
<b>Job Description</b> (Include Name, City, State and estimated total hours as applicable)	<b>Dates employed</b> From Mo/Yr – To Mo/Yr	

<b>COMMUNITY/CLUB/VOLUNTEER SERVICE</b> List past 3 years' volunteer work with service, religious, and other community organizations or clubs. Verification of service may be required. List the most recent service first.		
<b>Organization</b> (Name, City, State) <b>Position/Title and Estimated Hours</b>	<b>Dates volunteered</b> From Mo/Yr – To Mo/Yr	

<b>COLLEGE ACTIVITIES</b> List activity, description, years and hours completed.

College or Service/Volunteer Award/Honor and	Date(s)
<i>e.g., Dean's List</i> <i>PTA Volunteer of the Year</i> <i>Key Spouse Volunteer of the Year</i>	<i>Min GPA 3.5 required</i> <i>Park Hill Elementary</i> <i>22ARW</i>  <i>Fall 2012</i> <i>2011-2012</i> <i>May 2013</i>

<p><b>INTENDED COLLEGIATE AREA OF STUDY (Attach official college transcript to complete the application)</b></p>
<p>Major: _____</p> <p>Minor: _____</p>
<p><b>HIGH SCHOOL Scores: Please complete the following and attach a complete unofficial high school transcript.</b></p>
<p>SAT Critical Read: _____ Math: _____ Writing: _____ ACT: _____</p>
<p>Unweighted GPA: _____</p> <p>Class Rank: _____ of _____</p> <p>Grading Scale (circle): 10 PT 8 PT 6PT 4PT</p>
<p>Number of Weighted/AP Courses: _____</p>

### Randolph Spouses' Club Scholarship Application Agreement (For 2024-2025 Academic Year)

**CERTIFICATION:**

I \_\_\_\_\_ (applicant's printed name) certify that I meet all of the following conditions of eligibility for the Randolph Spouses' Club Scholarship according to the award plan.

1. The information contained in this application is accurate and complete to the best of my knowledge.
2. The attached Essay is solely my own work.
3. I am not an active duty member of the Armed Forces of the United States.
4. I have not accepted an appointment to a service academy, academy prep school, or 4-year ROTC scholarship
5. I have not received grants, scholarships, or any other awards covering **the full cost of tuition and books** for the academic year 2024-2025.
6. If selected, I will make every effort to attend the award ceremony scheduled for May 2024 (date TBD) and agree to be photographed for publicity purposes.
7. I acknowledge the scholarship funds are to be used towards educational expenses only.

Furthermore, I fully understand that all moneys awarded to me by the Randolph Spouses Club Scholarship Program will be transferred to the next designated alternate in the event that I:

1. Become an active duty member of the Armed Forces of the United States during the 2024-2025 academic year;
2. Accept an appointment to a service academy for the 2024-2025 academic year;
3. Accept a full 4-year ROTC scholarship ; or
4. Receive any other grants, scholarships, or awards covering **the full 4 year cost of tuition**, room, board, books, etc at the institution I attend.

Applicant's Printed Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsor's Printed Name \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Randolph Spouses' Club Privacy Act Statement

**PRIVACY STATEMENT;** Since the Randolph Spouses' Club (RSC) is a private, non-profit corporation, the Privacy Act of 1974, 5 USC 552a, is not applicable. However, the RSC regards the lawful and correct treatment of personal information as important to our successful operations and to the maintenance of confidence of those with whom we deal. We will ensure that our staff and those acting on our behalf obtain, use, and disclose personal information lawfully and correctly. We will only collect and process personal information to the extent that it is needed to fulfill our operational needs, and we will take appropriate security measures to safeguard your personal information.

The RSC wants participants to be fully aware of the need for and the intended uses of the information provided. To that end, please read and acknowledge the following privacy statement by signing below.

"We, the applicant and parent/sponsor, are voluntarily providing personal information with this application based on the recognized necessity of the data to allow for the proper evaluation of the applicant's eligibility for an RSC scholarship. We understand that failure to provide all requested information may impact the selection process. Furthermore, we fully understand that:

- Participation in the RSC Scholarship Program is voluntary
- The requested information is needed for that participation
- The principal purpose of the requested information is to:
  1. Verify the identity of the applicant.
  2. Determine the applicant's eligibility for the scholarship program.
  3. Permit administrative processing and evaluation for scholarships.
  4. Allow required servicing and administrative management of approved scholarships.
  5. Publicize scholarship recipients in various publications.

We acknowledge the foregoing privacy policy and hereby authorize the RSC Scholarship Committee to disclose information relating to this application for scholarship whenever the disclosure is necessary for the processing, servicing, granting or publicizing of said scholarship. We further understand that, as a result of this consent, the RSC Scholarship Committee will not keep an accounting of disclosures of information regarding this application for scholarship since this notice informs us of the uses which may be made of the information. We authorize the RSC Scholarship Committee or its representative, as required, to verify any information herein by contacting an appropriate office or official."

Applicant's Printed Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsor's Printed Name \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_