

2012 Commissioned Officers Foundation Scholarship Program

DEADLINE: Applications, Recommendations, and Transcripts Must Be Postmarked No Later Than June 1, 2012 All Documents Postmarked After June 1, 2012 Will Be Disqualified

Applicant's Name (Last, First, Middle Initial): _____

Check All That Apply

Applying for: Undergraduate Scholarship Graduate Scholarship

Applicant is currently: High School Senior Undergraduate Student Graduate Student

1 All entries must be complete, accurate, legible, and printed in black ink. Read all instructions carefully. Review and understand all instructions before mailing.

2 We define: **Sponsor** as a Commissioned Officers Association (COA) **member** in good standing (living or deceased)

3 Ensure that the information you enter about the Sponsor accurately describes his/her latest PHS status. For example, if the Sponsor is on active duty, the information must describe current affiliation, status, et cetera. If the Sponsor is retired or deceased, the affiliation, status, et cetera, must be that which pertained to the sponsor at the time of retirement or death.

4 Applicant must sign the application forms and ensure that it is also signed by the COA Sponsor. Through your signatures, and in consideration for the ability to participate in the scholarship process, you hereby grant the right for any information to be independently verified and waive any and all liability or appeal for the process and the selections made (including not being selected).

5 **Only Scholarship winners are notified via mail.** Recipient must be a U.S. Citizen and attend college full time located in the United States. If you are selected to receive a Commissioned Officers Foundation (COF) Scholarship, your photo and excerpts from your essay may be used for promotional materials. **COF is unable to notify applicants who've not been selected for a scholarship.**

6 **Most important** – We must receive official or certified academic documents (i.e. high school, college transcripts, test scores), your essay and two recommendations in order for us to consider any application for any Commissioned Officers Foundation Scholarship.

7 We do not acknowledge receipt of applications, if the application was submitted correctly, or if you were not selected for a Commissioned Officers Foundation Scholarship. If an applicant wants to know if their application has been received, please enclose a self-addressed stamped postcard (not an envelope) that states "Scholarship application has been received." We will mail it back to you.

Mail Applications to:
Commissioned Officers Foundation
8201 Corporate Drive
Suite 200
Landover, Maryland 20785

APPLICANT INFORMATION (SECTION 1)

1. Print Applicant Name:

Applicant Signature:

2. Home Address:

3. Current School Address:

High School

College

4. Home Phone Number:

5. School Phone Number:

6. Date of Birth:

7. Applicant's Marital Status:

8. Gender:

F M

9. Applicant's Email Address:

10. School's Email Address:

SPONSOR INFORMATION (SECTION 2)

1. Print Name of Sponsor:

Sponsor signature:

2. Address of Sponsor:

3. Last Rank Held:

4. Date of Discharge/Retirement:

5. If Deceased, Date of Death:

6. Did Sponsor Die While on Active Duty:

7. Relationship of Sponsor to Applicant:

8. Sponsor's Email Address:

You may apply for a Foundation Scholarship if your sponsor is a member in good standing of the COA, currently or at time of death. Applicant must be the spouse; biological, step, or adoptive child; or biological, step, or adoptive grandchild of the COA member.

Please Check All That Apply:

A. The sponsor is: COA Member – Membership # _____

B. The sponsor is: Retired Active Duty

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1. **Review and understand** Page 1 of the Scholarship Application.
2. **Essay Requirement**: Required of ALL applicants.
 - The essay need not be a defined length. Essay should be typed or printed neatly in black ink and must be legible to the adjudicator. The essay should address why you want to go to college and what you intend to accomplish with your degree. Consider the essay your résumé. Sell yourself to the adjudicators as you would to a future employer. Cite life experiences, career objectives and what motivates you to select these objectives.
3. **School and Community Activities Sheet**: Required of ALL applicants.
 - List your extracurricular school and community activities, and awards.
4. **Academic Documentation**: Required of ALL applicants, please use the Transcript Release Form located herein on Page 3.
 - ALL High School Students and College Freshmen**: Provide official high school transcripts, SAT/ ACT scores and college transcripts.
 - ALL Undergraduate Students**: Provide college transcript.
 - ALL Graduate Students**: Send most current transcript from your most recent two years of education or transcripts from your most recent, highest degree completed.
5. **Character Recommendations**: Required of ALL applicants. Provide at least two recommendations. One academic and one community. Applicant may provide more if desired. Please use the form located herein on Page 5.
 - Academic recommendation (teacher, professor, dean, academic mentor, faculty advisor, etc.)
 - Community recommendation (pastor/priest/rabbi, overseer of volunteer work, beneficiary of community work you may have done, scout master, employer – someone within your community who can speak to your character and contributions outside of academia)
6. **ALL Applicants**: Copy and use the forms provided herein to request release of your transcripts and obtain the requested character recommendations. It is both wise and polite to (1) supply a pre-addressed stamped envelope to the person you are asking to provide your recommendation (2) fill in your name on the recommendation (3) follow up to make sure your recommendations, and school transcripts, have been mailed prior to midnight on June 1.
7. **ALL Applicants**: Must be registered as a full time student in an accredited college.

**PHS COMMISSIONED OFFICERS FOUNDATION SCHOLARSHIP PROGRAM
RECOMMENDATION**

Instructions to the person making the recommendation: please answer the following questions as best you can. If necessary use additional sheets of paper. Seal the completed recommendation in an envelope and sign your name across the sealed flap on the back. Address completed recommendations to:

**COMMISSIONED OFFICERS FOUNDATION 8201 CORPORATE DRIVE, SUITE 200, LANDOVER, MD
20785**

Recommendation for: _____

Recommendation by: _____

Title/position: _____

Phone number: _____ EMAIL: _____

Relationship to applicant: _____

this is an academic recommendation this is a community based recommendation

Question #1: *describe the capacity in which you've known the applicant. What accomplishments or character qualities do you feel make him/her worthy of a scholarship award?*

Question #2: *how does the applicant compare to peers? Are there any particular challenges or leadership qualities the applicant has met that warrant your special recommendation?*

Question #3: *what other information about this applicant should the scholarship committee consider in making its decision?*

Signature: _____ Date: _____

Transcript Release and Request Form

Applicants Detach This Page and Submit to Your School or College Counselor or Official Privacy

Act Statement

Purpose of this request is to obtain academic information about the applicant. The information will be used by the scholarship sponsoring organization to evaluate applicant's academic achievement and character. Applicant must authorize release of transcript data.

The high school/college named below has my permission to release my official transcript to the scholarship sponsor indicated below:

(Signature of Student)

Mail to:

PHS Commissioned Officers Foundation
8201 Corporate Drive
Suite 200
Landover, MD 20785

Instructions for high school/college officials

Academic officials are requested to complete this form. Please attach a copy of the student's official transcript, including grades achieved, SAT or ACT scores and forward to the scholarship sponsor indicated above.

Provide the following information even if given on transcript. Please use the 4.0 grading system

STUDENT'S NAME (LAST, FIRST, MIDDLE)	
Student's Address	
Name and Address of High School/College	
Student's Dates of Attendance	
Cumulative High School GPA (4.0 Scale)	Cumulative College GPA (4.0 Scale)
SAT/Verbal	SAT/Math
ACT Composite	
High School Class Size	High School Rank
Remarks by counselors or teachers that may be beneficial to the Scholarship Adjudicator (use additional sheets of paper if desired.)	
Name of School Official	Title
Signature of School Official	Date

Community Service and Co-Curricular Activities Data:

Please include information that relates to activities occurring during the last 4 years; either in high school – grades 9 through 12 and/or at an undergraduate college/school. Do not send a resume. If an additional page is needed, follow the format below.

Activity/Organization	Grade Level	Positions Held	Honors/Awards

Employment Data:

Employer	Position Held	From: Month/Year	To: Month/Year	Hours Worked Per Week