

ARMY SPOUSES' CLUB of the GREATER WASHINGTON AREA  
2019 MEMBER/SPOUSE SCHOLARSHIP INSTRUCTIONS

These instructions are for ASCGWA members and/or spouses of ASCGWA members. Scholarships are available for members and/or spouses of ASCGWA members who attend or plan to attend an undergraduate or graduate program, either full-time or part-time.

Applications for the scholarship will be accepted beginning on January 30, 2019.

All required materials must be submitted in one envelope, which must be mailed to the ASCGWA and postmarked **NO LATER THAN MARCH 30, 2019**. Incomplete applications and applications postmarked later than March 30, 2019 will not be considered.

1. Review the eligibility requirements for the scholarship listed on the General Information and Eligibility Requirements page. Applications submitted by applicants who do not meet the eligibility requirements will not be considered for a scholarship award.

2. Complete, print and sign the Spouse Scholarship Application Form available on the Army Spouses' Club website at <https://www.armyspousesclub.org>. Both the applicant and sponsor must sign the Application Form unless the sponsor is deceased or deployed on an unaccompanied assignment. Printed names will not be accepted.

3. Submit the following materials with the Application Form in the order listed below:

A. Transcripts:

1. If the applicant is currently attending a post-secondary institution, an **official transcript** from that institution. If the applicant has attended any other post-secondary institutions, the applicant may, but is not required to, submit transcripts from those institutions for consideration by the committee.

2. If the applicant is planning to attend a post-secondary institution, an **official transcript** from all post-secondary institutions previously attended by the applicant or, if the applicant has not previously attended a post-secondary institution, an **official transcript** from the high school from which the applicant graduated.

3. Official transcripts must be in a sealed envelope and signed by a school official. If any institution requires that a transcript be sent directly to ASCGWA, transcripts should be mailed to the address listed below. All transcripts must be postmarked no later than March 30, 2019 or the application will be considered incomplete.

B. On a separate sheet or sheets of paper, provide the following information:

1. If the applicant is currently attending a post-secondary institution, the name of the institution, program or field of study, expected degree or certification and expected date of completion. If the applicant is submitting transcripts from any other post-secondary institutions for consideration by the committee, the name of each institution and program or field of study, degree or certification received (if any), and dates of attendance.

2. If the applicant is planning to attend a post-secondary institution, the name of the institution the applicant will attend or the names of the institutions to which the applicant has applied, expected program or field of study (if known), and expected degree or certification.

3. A list of awards or activities for consideration by the committee regarding the applicant's academic achievement, community involvement and leadership potential. This information may include academic or non-academic awards or recognitions; membership in organizations and positions held in such organizations; participation in service or community projects and internship or employment experience.

C. An essay of no more than two (2) double-spaced pages in response to the following question: How has your experience as a military family member better prepared you for leadership?

4. Arrange the submitted materials in the order requested and mail in one envelope to:

Army Spouses' Club of the Greater Washington Area  
Attn: ASCGWA Scholarship Committee  
P. O. Box 1124  
Fort Myer, VA 22211

Questions may be sent to the Scholarship Committee at [scholarships@armyspousesclub.org](mailto:scholarships@armyspousesclub.org).