



Friends of Civil Affairs
P.O. Box 73455
Fort Bragg, NC 28307
SCHOLARSHIP APPLICATION

SUBJECT: 2012 Friends of Civil Affairs Scholarship Program

1. PURPOSE.

This document outlines the policies and procedures for the administration of the Friends of Civil Affairs (FOCA) Scholarship Program.

2. CONCEPT.

The FOCA Scholarship Program provides scholarships to FOCA members, and their family members (spouses and children). Applicants must be a FOCA member or be an immediate family member of a FOCA member.

a. **Scholarship Designations.** Applications are accepted for academic institutions, enrichment activities, or athletic activities. Each of these designations are defined below:

Academic Scholarship: Academic scholarships will be used for attendance at regionally accredited colleges, universities, or state approved vocational, technical or professional schools. They may also be applied to tuition costs associated with private elementary or secondary school.

Enrichment Scholarship: Enrichment scholarships will be used for attendance to educational diversifying activities that seek to build confidence, enhances the social experience, promotes citizenship, or increases cultural awareness. Examples of these types of activities include summer camps, music lessons, scouting trips, etc.

Athletic Scholarship: Athletic scholarships will be used to offset the cost of participation in any athletic activity that develops teamwork, discipline, and builds strong bodies and minds.

b. **Scholarship Monetary Value.** Each year FOCA will distribute scholarships for dependent spouses and dependent children. The value of FOCA Scholarships available each year depends on available funds.

c. **Scholarship Committee.** The FOCA Scholarship Committee administers the program. The Scholarship Committee Chair is a member of the FOCA Executive Board. The Scholarship Committee Chair will approve two additional volunteers to serve on the Scholarship Committee from the FOCA general membership.

3. ELIGIBILITY.

a. Applicants must be a FOCA member or a dependent of a FOCA member. FOCA membership is open to all military members and civilian personnel, including dependents that have served within the 95th Civil Affairs Brigade (Airborne) community, past and present.

b. Monetary award of all scholarships will only occur upon confirmation of enrollment in activity. If participation in activity is contingent upon scholarship award, the exceptions will be made on a case by case basis.

c. Dependents of FOCA Executive Board and Scholarship Committee members are not eligible to compete.

d. FOCA executive committee members must *unanimously* approve any exceptions or extenuating circumstances.

4. APPLICATIONS.

a. The only method of accepting scholarships is by mail. Send completed application to:
Friends of Civil Affairs
Attn: FOCA Scholarship Committee
P.O. Box 73455
Fort Bragg, NC 28307

b. Scholarship applications will include the following documents:

(1) A FOCA Scholarship application signed by the applicant. (Encl 1)

(2) Each applicant will submit a one page essay outlining his or her reasons for applying for the FOCA Scholarship. This essay will detail the applicant's motivation, and goals for participation in the activity. Applicants will address their education plans, ambitions, goals, and any personal attributes or experiences they feel will enable them to reach their stated goals. This essay will be age appropriate and may be typed or hand written. (Encl 2)

(3) Up to three (3) letters of recommendation. These might include, but are not limited to letters from teachers, professors, community leaders, military leaders, and mentors. Letters of recommendation are not required but are encouraged. Letters of recommendation received must be signed. (Encl 3)

(4) The Scholarship Committee will not consider late or incomplete applications. All applications must be post-marked by 2 May 2012 or they will not be considered.

(5) Applications will not be returned. The responsibility for accurate and complete applications rests squarely on the applicant. The Scholarship Committee recommends a trusted mentor or other designated representative check all criteria to ensure a properly submitted application.

(6) Applicants may request exceptions to application requirements or identify unique and/or extenuating circumstances. The request must be in writing, signed by the

applicant, and addressed to the FOCA executive committee and included with the application.

(7) For additional information on the FOCA Scholarship opportunities or to ask any questions about the application process please contact Wayne Ehmer or Gerald Nunziato at foca.scholarship.program@gmail.com.

5. SELECTION CRITERIA.

a. The Scholarship Committee considers all properly submitted applications. Scholarships are awarded based on the Scholarship Committee's combined judgment of the applicants' motivation and ability to complete his or her program of study, enrichment activity, or athletic activity.

b. Specific areas the Scholarship Committee considers are: applicant's articulation of goals in the essay, community service, demonstrated responsibility and a commitment to self improvement.

c. All names will be redacted from the scholarship applications prior to their being reviewed.

6. AWARD NOTIFICATION.

a. The Scholarship Chair or his/her direct representative will notify all awardees in writing. The Chair will send correspondence to the scholarship recipients using the addresses listed on the recipient's scholarship application form.

b. The names of Scholarship recipients will be posted on the FOCA Web site, <http://friendsofcivilaffairs.com/>.

c. The Scholarship Committee will not return applications.

7. USE OF SCHOLARSHIP FUNDS.

a. Recipients must use scholarship funds for the activity as outlined in the application.

b. Recipients must use the awarded scholarship within twelve (12) months of the date of the letter of notification to scholarship recipients. The scholarship money will be disbursed directly to the institution. If after accepting the scholarship, the funds are not used within 12 months of award, the check will be cancelled and the funds returned to the general fund.

8. SELECTION OF ALTERNATES.

a. Scholarship awardees must sign a letter of intent to accept/reject their scholarship and return the letter to the Scholarship Committee within 30 days of notification. This allows the Scholarship Committee to select and notify alternates. If notification cannot be made for reasons beyond the control of the recipient, the FOCA Scholarship Committee must be notified of the

particular circumstances so that special arrangement can be made. The notification of acceptance/rejection letter will be sent to the applicant with the congratulatory letter.

b. If any scholarship awardees decline a FOCA Scholarship, the Committee will select an alternate from the order of merit list.

9. 2012 SCHOLARSHIP TIMELINE.

2 May 2012:	All Scholarship Applications Must be Post-Marked by This Date
13 May 2012:	Scholarship Board Convenes
20 May 2012:	Scholarship Board Concludes
21 May 2012:	Announcement on FOCA Webpage of Scholarship Winners
22 June 2012:	Deadline for Letters of Intent
23 June 2012:	Selection of Alternate Scholarship Winners (As Required)

10. **POCs:** Wayne Ehmer or Gerald Nunziato at foca.scholarship.program@gmail.com.

FOCA Scholarship Enclosures:

1. FOCA Scholarship Application
2. FOCA Scholarship Application Essay Form
3. FOCA Scholarship Letter of Recommendation (Example)



Friends of Civil Affairs

**P.O. Box 73455
Fort Bragg, NC 28307
SCHOLARSHIP APPLICATION**

Directions: Application may be typed or handwritten in ink. Mail completed applications to the above address. Include the completed application, essay, and any letters of recommendation. Letters of recommendation are not required but are encouraged. Complete all sections as appropriate. If a particular section does not apply then place "N/A".

1. Requested Scholarship Type (Circle):

Academic

Enrichment

Athletic

2. Applicant's Name: _____
(LAST) (FIRST) (MIDDLE)

3. Address: _____

4. FOCA Sponsor's Name: _____
(LAST) (FIRST) (MIDDLE)

5. Age: _____ 6. FOCA Sponsor's Email Address: _____

7. Work Phone Number: _____ 8. Home Phone Number: _____

9. FOCA Sponsor's Association to the 95th Civil Affairs Brigade (Airborne): _____

10. Scholarship is Being Requested for the Following Activity: _____

11. Activity Name: _____

12. Activity Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Signature:

_____ Date: _____

FOCA Scholarship Essay

A large, empty rectangular box with a black border, intended for the applicant to write their FOCA Scholarship Essay.



Friends of Civil Affairs

**P.O. Box 73455
Fort Bragg, NC 28307
SCHOLARSHIP APPLICATION**

Scholarship Application Letter of Recommendation

MEMORANDUM FOR Friends of Civil Affairs Scholarship Committee

SUBJECT: Letter of Recommendation

1. This is an example of a letter of recommendation for applicants applying for a FOCA Scholarship. Each FOCA Scholarship application may include up to three (3) signed letters of recommendation.
2. All letters will be typed, single spaced, and no longer than one page.
3. Use the applicant's name in the body of the letter. Additionally, provide your relationship to the applicant in the body of the letter along with a contact phone number and/or email address.
4. Consider the applicant's ability to complete his or her proposed program of study or activity by evaluating the following areas: intellectual promise, motivation, leadership, potential, integrity, and responsibility.
5. All letters of recommendation must be signed, and included as part of the complete application package. Applicants will not receive credit for letters that are not signed.

Signature
Full Name
Title / Position