



Coast Guard Foundation
Scholarship Handbook

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Introduction

The Coast Guard Foundation, Inc. is a public nonprofit organization that provides annual funding to support men and women of the U.S. Coast Guard and Coast Guard Academy. The Foundation's fund-raising efforts address morale and education needs not met through traditional government funding sources. The Foundation supports morale projects, scholarships, a holiday calling card program, capital improvements, and education grants. The Foundation distributes funding among all nine Coast Guard districts, overseas units and the Academy.

Formally organized in 1969, the Coast Guard Foundation performs a variety of functions in support of the U. S. Coast Guard, including providing scholarships to children of Coast Guard enlisted men and women.

About Coast Guard Foundation Scholarships

- 1) **The Arnold Sobel Scholarship** honors RADM Arnold Sobel, whose affiliation with the Coast Guard began during World War II when he commanded a Tank Landing Ship and made many landings in the South Pacific. Those who knew him remember him for his many contributions to the maritime community, impact on the “One Coast Guard” concept through his reserve service, and his philanthropic efforts with the Coast Guard Foundation. The Sobel Endowment provides four Sobel Scholarships each academic year. Each grant provides \$5,000 per year, and is awarded to the top candidates, with emphasis on those that have demonstrated exemplary academic work combined with a commitment to community service. Sobel Scholarships are renewable each year for four consecutive years, as long as the student, in the opinion of the selection committee, continues to qualify.
- 2) **Coast Guard Foundation Scholarships** are supported by annual Foundation golf tournaments. Proceeds from these tournaments, held in Washington, DC and Southern California, support Coast Guard dependents with undergraduate scholarships. Awards are based on each student’s academic record, results of standardized tests, and leadership qualities as demonstrated through a commitment to community service. Four year scholarships ranging from \$2,500 to \$5,000 per year are awarded annually, and are renewable so long as the student, in the opinion of the selection committee, continues to qualify.
- 3) **The Captain Ernest W. Fox Perpetual Scholarship Program** is sponsored by Clay, Elizabeth and Dean Fox to honor the memory of their late son/ brother, Captain Ernest W. Fox, who served 23 years in the Coast Guard (1977-2000). The program established a perpetual scholarship at the Coast Guard Aircraft Repair and Supply Center (ARSC), Elizabeth City, North Carolina to assist the education/ training endeavors of ARSC personnel. Captain Fox served as Assistant Chief of the ARSC Repair Division from 1992 until 1996. This scholarship consists of a one-time \$1,000 grant awarded each school year. The scholarship is not renewable; however, recipients of the Fox Scholarship are

eligible and encouraged to apply in succeeding years. Employees of the ARSC (active duty military and federal civil service) and their dependents (including spouses) are eligible to apply for this grant. The Commanding Officer, ARSC performs preliminary screening to determine eligibility, and initiates and completes appropriate background investigations on applicants. Grants are intended to be used for preparatory, collegiate, postgraduate, professional and vocational education, or formal/informal training which develops the talents and potential of the ASRC employees and their dependents.

- 4) **The Fallen Heroes Scholarship Fund** was established by John and Delinda Statts in memory of Mr. Statts' parents, Captain Frederick Statts and his wife Sara. Captain Statts graduated from the Coast Guard Academy in 1936 and served with distinction for 30 years. He retired as Commanding Officer of the Training Center in Cape May, New Jersey. Mrs. Statts was active in a number of educational organizations, and was recognized in President George H. Bush's "Thousand Points of Light" State of the Union address. The Fallen Heroes Scholarship benefits dependent children who lose a parent in the line of duty. The scholarship will provide approximately \$5,000 per year for undergraduate studies. The grant is renewable each year for four consecutive years, as long as the student, in the opinion of the selection committee, continues to qualify.
- 5) **Other Scholarship Opportunities.** New scholarships contributed to the Coast Guard Foundation for administration by Commandant (CG-1112) will be added to the pool of funds provided. These new gifts will not receive individual announcements; any new scholarships will be included in the annual ALCOAST announcing the scholarship open season. The Coast Guard Foundation will notify fund donors and scholarship winners of any additional perpetual or one-time gifts. Gifts that cannot be processed during the normal January - April time frame will be held until the next annual scholarship open season. From time to time, the Coast Guard Foundation receives gifts to support continuing education for active duty members and reservists on extended active duty. Information about any new opportunities will be released via an ALCOAST.

Who is Eligible for Coast Guard Foundation Scholarships

Unmarried sons and daughters of enlisted men and women of:

- the U. S. Coast Guard;
 - the U. S. Coast Guard Reserve on extended active duty for 180 days or more; and
 - any dependent of a U. S. Coast Guard retired or deceased enlisted member.
- Each applicant must be listed as a dependent in the sponsor's official records and on parental/guardian tax returns.

- ▶ Applicants must be college bound high school seniors entering college (or technical school), or full-time students already enrolled in a four-year undergraduate program.
- ▶ Recipients must be full-time students.
- ▶ Enrollment in a two- or four-year course of study at a properly accredited technical or vocational training school is acceptable for students who are not seeking an undergraduate degree.
- ▶ Applicants must be less than 23 years old at the time the application is submitted.
- ▶ Applications will not be accepted for enrollment in post-baccalaureate degrees.
- ▶ Spouses are not eligible.

Application Procedures

Applicants must create and submit a scholarship application packet which includes the following items: an essay; letter of recommendation; standard application form (CG-6054, an example is included with this handbook); evidence of acceptance into a qualifying program; financial aid worksheet (Form CG 6053); college entrance scores and transcripts.

Essay – Applicants must submit an essay addressed to the selection committee. The first paragraph of the essay should explain ways the grant will support their educational endeavors. The remainder of the essay should provide information and insight into the student’s motivation, moral character, leadership, citizenship, and scholastic promise. Please do not submit additional letters, or copies of honors or awards documents; applicants may include a summary of these achievements as part of the essay, or submit an additional two page resume highlighting achievements, extra curricular activities, and paid or volunteer work experience. **The essay and resume are limited to a maximum of four pages.** The essay and optional resume must be submitted with the application form.

Letter of Recommendation – Applicants must submit one letter of recommendation from a school official. The letter of recommendation should address the student’s motivation, moral character, leadership, citizenship, and scholastic promise. The letter of recommendation is limited to a maximum of two pages.

Application – Applicants must complete and return the Coast Guard Foundation Scholarship Application Form, CG-6054. Applicant and Coast Guard sponsor information must be provided before an application will be processed. The Coast Guard Scholarship Application will be used to verify eligibility, status, and/or geographic location, as required by specific Foundation scholarships. Instructions for completing the application form are included in this handbook on page 5.

Evidence of Acceptance – Applicants must submit evidence of acceptance to an institution of higher learning, or technical school. Students waiting for notification of admission to their chosen institution may submit a photocopy of their admission

application in lieu of an acceptance letter. Students enrolling in an accredited technical or vocational course of study which does not require formal admission prior to starting classes must provide a written statement to that effect, in lieu of evidence of acceptance. Final admission decisions to an institution of higher learning are not required to establish eligibility for Coast Foundation Scholarships, however recipients must provide evidence of acceptance to an institution of higher learning before grant money will be released.

Financial Aid Worksheet – Applicants must submit a Coast Guard Foundation financial aid worksheet (Form CG-6053) along with the application form. The worksheet requires self-certification of the applicant's financial need. Please do not submit pay stubs, tax forms, or applications for federal student aid (FAFSA). The applicant or his/her parents may submit a written statement to further define financial need, limited to a maximum of one page.

College Entrance Scores – Applicants must submit copies of their college entrance test scores. SAT, ACT, or MAT scores are acceptable. If college entrance test scores are not required for admission to the selected institution, for example, a community college, vocational or technical educational school, the applicant must provide a short statement that these scores are not required, and stating the school and current/intended program of study. This statement is limited to a maximum of one page. College entrance scores (or a statement that they are not required) must be sent with the application form.

Transcripts – Applicants must submit an official copy of their high school and/or college transcript. If currently attending college, both high school and college transcripts must be submitted for consideration. Please note that photocopies, student copies, and internet versions of transcripts are NOT acceptable. Transcripts must remain in a sealed and unopened envelope. Transcripts may be sent directly to Commandant (CG-1112) by the educational institution. **Transcripts forwarded to CG-1112 from an educational institution must arrive on or before 1 April; late submissions will not be processed.** Application packets received by Commandant (CG-1112) without transcripts will be considered incomplete until the transcript is received. It is the applicant's responsibility to ensure that transcripts are provided.

Additional Instructions - Applicants must provide all statements typed on white bond paper, using no less than 12-pitch font size and a block style font. Suggested fonts are Times New Roman, Arial, or similar block fonts. Please DO NOT use script, italic or similar styles. Include a subject line stating the title of the statement, for instance, evidence of acceptance, financial aid statement, or college entrance scores. Each page must include the student's full name in the upper right hand corner and a signature block at the end with printed name and original signature. Statements or application materials shall not be stapled; however paper clips are acceptable. Please do not submit additional materials (i.e. awards, certificates, etc.), and do not submit photographs. Unnecessary materials will be returned to the applicant, or discarded.

Application Packet Submission - The application packet must include one original copy plus four copies of all materials, except official transcripts. Transcripts must arrive at Commandant (CG-1112) in sealed envelopes. Students are encouraged to

retain a copy of all application materials before submission, as copies of applications are not available from Commandant (CG-1112) after submission.

How to Obtain an Application

Applications may be obtained and submitted during scholarship open season which begins on the first government business day of January and continues until April 1st. Requests for applications must be made to Work-Life Staff or Family Resource Specialists located at the Integrated Support Commands (ISCs). To contact the Work-Life Staff closest to you, call **1-800-872-4957** followed by the extension for the selected location: Alameda (252); Boston (301); Cleveland (309); Honolulu (314); Ketchikan (317); Kodiak (563); Miami (307); New Orleans (308); Portsmouth (305); San Pedro (311); Seattle (313); St. Louis (302); Washington, DC (932).

Instructions for Completing the Scholarship Application Form

Please type or print in black or blue-black ink. Please include all requested information! Missing or incomplete information or documentation may cause a delay in determining eligibility, or may cause rejection of the application.

Applicant Data:

- 1) Please do not write your social security number on the application. It is not required.
- 2) Do print your last name first, then your first name and middle initial on the first line. Next, print your complete permanent home address (family's current mailing address) to include city, state and zip code. Please do not use abbreviations for the city name. Avoid using school addresses or temporary addresses. Please provide a permanent mailing address since we will use this address for future notification, to mail additional information, etc.
- 3) Enter month, day, and year of your birth. Use only numbers.
- 4) Enter phone numbers for the student and the sponsor. Please be sure to provide the area code and phone number for the permanent address provided as requested in Item 2. This phone number will be used for future notification. It's important that we have a good way to reach you!
- 5) Enter the applicant's complete e-mail address.
- 6) Check the appropriate box if you will graduate from high school during the calendar year in which you are applying.
- 7) Write the month and year of expected high school graduation date (for example, 06/2006 for June 2006). Applicants must be graduating from high school in the current academic year. Applications for those graduating in future academic years will not be accepted. Graduation dates should coincide with regular school terms during the present academic year. Students graduating during the summer

session of the current academic year are not eligible, but are welcome to apply during the following open season after they graduate.

- 8) Enter the most recent cumulative high school grade point average for this academic year; convert your grade point average to a 4.0 scale.
- 9) Enter rank in class (for example, number 25 in a class of 200 students).
- 10) Enter the complete name of your high school.
- 11) Enter the city and state where the high school is located.

College Data:

- 1) Check the appropriate box to indicate if you attended college this academic year.
- 2) Enter the most recent cumulative college school grade point average for the most recent completed academic quarter or semester; convert the grade point average to a 4.0 scale.
- 3) List the undergraduate school attended or the undergraduate school(s) to which you have applied. You do not have to designate the final school decision at the time the application is submitted. You may list up to two undergraduate schools. Previous applicants and those already attending college must show evidence that you made efforts to attend an undergraduate school this academic year.
- 4) If already enrolled, list your college major; otherwise, list the academic field you intend to pursue. You do not have to make a final decision at the time you apply.
- 5) List your expected college graduation date, for example, 06/2010. If you are considering pursuing a four year undergraduate degree, then project your graduation date four years from this academic year. If you are pursuing an undergraduate degree that requires five years to complete, then project your graduation date five years from this academic year.
- 6) Check the appropriate box to indicate which type of degree you will pursue. If you are planning to pursue a vocational or other type of degree, write in the type of certification, certificate, or degree you will pursue.

Community Service and Extra-curricular Activities Data:

- 1) Please list any community service and extra-curricular activities you participated in during your last four years of high school.
- 2) You may provide a two page resume highlighting your activities. Refer to the guidance in the Application Procedures section for how to prepare your resume of activities.
- 3) We strongly suggest that you define the activity and list the position you held in these activities, for example, member of the track team, captain of the basketball team, etc.

Coast Guard Sponsor Data:

- 1) List the Coast Guard sponsor's pay grade, for example, E-4, E-10.
- 2) List the Coast Guard sponsor's rate, for example, HS1, FS2.
- 3) List the Coast Guard sponsor's employee identification number. Please do not list the Coast Guard sponsor's social security number.
- 4) List the sponsor's last name, first name, and middle initial.
- 5) List the unit where the sponsor is presently assigned.
- 6) List the city and state where the unit is located.
- 7) List the Coast Guard District, Area, Sector, and ISC where the unit is located.
- 8) Check the appropriate box for sponsor status; if yes is checked in any box, list the month, day, and year.
- 9) Print the name of the student's male sponsor (father) and list the father's current work phone number; if the student is awarded a grant this information may be used in the announcement of winners.
- 10) Print the name of the student's female sponsor (mother) and list the mother's work phone number; if the student is awarded a grant this information may be used in the announcement of winners.

Student and Sponsor Certification:

- 1) Signatures certify that the student and sponsor have reviewed the eligibility requirements; the student is not married, and has not reached the age of twenty-three (23).
- 2) Print your legal name, including full first name, middle initial and last name.
- 3) Please note: If the applicant is offered a scholarship grant, the applicant name, parent name(s), sponsor name, and sponsor's assigned unit may be used for the purpose of publicizing the Coast Guard Foundation scholarship program.
- 4) Privacy act notice is provided for the purpose of collecting information for the Coast Guard Foundation scholarship program.
- 5) Don't forget to sign and date the application form!

*****Last step: Attach required documentation as described in
APPLICATION PROCEDURES*****

MAIL THE COMPLETE APPLICATION PACKET TO:

Commandant (CG-1112)
ATTN: Scholarship Program Manger
2100 Second Street, S.W., Room 6320
Washington, DC 20593-0001

If you wish to verify that your application was received, please use a method which provides a return receipt, such as certified mail, Federal Express, etc. Hand-delivered applications are discouraged.

Important Deadlines

Applications will not be accepted by Commandant (CG-1112) before January 1, and must be received **no later than the close of business April 1** of the current academic year.

Contact Information

The Scholarship Program Manager in Commandant (CG-1112) is Mrs. Yvette Wright. You may contact Mrs. Wright by phone (202) 267-6728, or by email at YWright@comdt.uscg.mil

What Happens After You Apply

Commandant (CG-1112) will forward applications to the selection committee the first week of April annually. Applications are evaluated by a panel consisting of the Superintendent of the Coast Guard Academy, Director of Health and Safety, Master Chief Petty Officer of the Coast Guard, and President of the Coast Guard Foundation and/or their designees. All applicants will be selected on an objective and non-discriminatory basis. The panel will meet in April annually and scholarship awards will be announced by the Coast Guard Foundation by 1 June each year.

- ▶ All selection committee results are final.
- ▶ Commandant (CG-1112) will publish an ALCOAST announcing annual scholarship recipients by 1 June annually.
- ▶ All scholarship applicants who apply for the current academic year will be notified by the Coast Guard Foundation before 1 July of their selection or non-selection.
- ▶ Grants are not released until the fall semester of the academic year. Registration must be complete and scholarship recipients must submit an invoice for payment from the education institution directly to the Coast Guard Foundation. All awarded funds are paid directly to the educational institution by the Coast Guard Foundation.

- ▶ Periodic changes in the stock market impact the funding levels of Foundation grants. As a result, the Coast Guard Foundation is not able to guarantee the future levels of funding for each scholarship listed in our handbook. The amount and number of grant awards may be limited by availability of funds. Every attempt will be made to honor renewable scholarships once they are awarded, however the Coast Guard Foundation reserves the right to reduce or discontinue any award due to the non-availability of funding, without advance notice.

Scholarship Recipient Responsibilities

After being notified you are a recipient, if you are unable to accept the scholarship, please contact the Coast Guard Foundation immediately so that the scholarship may be awarded to an alternate student. Applicants not selected may re-apply during the next scholarship open season.

- ▶ The Coast Guard Foundation will handle all financial transactions and financial issues relating to Foundation scholarship funds.
- ▶ Grant monies will be dispersed by the Coast Guard Foundation in payment toward expenses of tuition, room and board, books and fees beginning 1 September each year.
- ▶ It is strongly suggested that you keep your scholarship award notification from the Coast Guard Foundation in your permanent records.
- ▶ Please read the entire grant award notification - it provides the amount, one-time or renewal information, time period covered, and method of payment, along with contact information for educational invoices. Please carefully follow the instructions in the award notification.
- ▶ Recipients of grants must be full-time students, as defined by the institution of higher learning.
- ▶ Grant recipients may be asked to provide additional documentation in support of the application materials to the Coast Guard Foundation before expenses are paid, for example, proof of high school graduation, proof of eligibility or other additional documentation.
- ▶ Be aware of status changes. Scholarships are based on maintaining a certain status, for example, age less than 23 years, or Coast Guard dependent status. Learn how a change in your status may affect your award.
- ▶ Keep your contact information updated.
- ▶ Contact the Coast Guard Foundation for answers to your scholarship questions, to provide information about any change in your enrollment status, or if problems arise that may affect your scholarship eligibility.

Scholarship Tips

- ▶ Apply only if you're eligible! Read all of the scholarship requirements and directions carefully to make sure you're eligible before you send in your application.
- ▶ Complete the application in full. If a question doesn't apply, note that on the application; don't just leave the space blank.
- ▶ Follow directions carefully. Provide all required information, but don't supply things that aren't requested - you could be disqualified.
- ▶ Neatness Counts. Make several photocopies of all the forms. Use the copies as working drafts to develop your application packet. We strongly suggest that you type your application. If you must print, do so neatly and legibly.
- ▶ Aim for an essay which will make an impression. The key to writing a strong essay is to be personal and specific. Include concrete details to make your experience come alive. Be mindful of deadlines. To help keep on track, we suggest that you impose a deadline that is at least two weeks before the stated deadline.
- ▶ Take time to proofread your application before you send it off.
- ▶ Before sending your application make a copy of the entire packet and keep it on file in case your application goes astray.
- ▶ Give the application a final "once-over". Proofread the entire application carefully. Be on the lookout for misspelled words or grammatical errors. Ask a friend, teacher or parent to proofread it as well. Ask for help if you need it.
- ▶ If you have additional questions, contact Commandant (CG-1112) at 202-267-6728.
- ▶ Remember – the scholarship application represents you! Your ability to submit a neat, timely, complete application will reflect on you. Take pride by submitting your best application.
- ▶ Don't wait until the last minute to apply for scholarships.

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-6053 (01-05)	Coast Guard Foundation Scholarship Financial Aid Form	DOC. NO. CG -1112 Only
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Applicant Name: _____ **Date:** _____
 Please complete this form and submit it with your application packet. You are providing self-certification of your financial need. Do not submit pay stubs, tax forms or your Free Application for Federal Student Aid (FAFSA). You may submit a written statement to further define your financial need.

List your anticipated college cost for the year below:

Tuition \$ _____ Housing \$ _____ Lab Fees \$ _____ Books \$ _____

Transportation \$ _____ Personal expense \$ _____ Other \$ _____

Total college cost per year: _____

- How much money have you saved for college? _____
- Have you applied for other scholarships? Yes No
- Have you received any scholarships for school? Yes No
- If yes, how much have you been awarded? _____
- Have you applied for college grants? Yes No
- Have you received approval for college grants? Yes No
- If yes, how much have you been awarded? _____
- Have you applied for a college loan? Yes No
- Are you applying for money to complete undergraduate studies? Yes No
- If no, please explain: _____

Student/ Sponsor Certification:

We certify that, to the best of our knowledge, all responses are true and factual, and the sponsor, as well as the applicant, has reviewed the scholarship eligibility requirements. We verify the applicant is unmarried and has not reached the age of twenty-three (23) on this day. We also agree, if the applicant is selected as a scholarship recipient, applicant, parent and sponsor name, along with sponsor duty location will be used for purposes of news and publicity of the Coast Guard Foundation Scholarship Program by Commandant (CG-1112) and the Coast Guard Foundation for current and future promotions of the scholarship program.

Signature of Applicant _____ Date _____

Print Name _____

Signature of Sponsor _____ Date _____

Print Name _____

5 U.S.C. 552(a) Privacy Act

- a. AUTHORITY: 5 U.S.C. § 301 Departmental Regulations
- b. PURPOSE: To collect information for the purpose of processing requests for consideration for award of a Coast Guard Foundation Scholarship.
- c. ROUTINE USES: Used in the performance of official duties related to the processing of scholarship documents. Viewed by the selection panel and Coast Guard Foundation staff.
- d. DISCLOSURE: Voluntary; however failing to provide the information may result in disqualification from consideration for award of a Coast Guard Foundation scholarship.

U.S. DEPARTMENT OF
HOMELAND SECURITY
U.S. COAST GUARD
CG-6054 (01-05)

Coast Guard Foundation Scholarship Application

DOC.NO.

CG-1112

APPLICANT DATA:

Ms. Mr. Last Name _____ First Name _____ MI _____

Street Address _____

City _____ State _____ Zip Code _____

DOB: Month ___/___ Day ___/___ Year ___/___/___ Student Tel # _____

Sponsor Tel # _____ Student E-mail _____

High School Data: Will you graduate from high school this year? Yes No

Expected high school graduation date: Month ___/___ Year ___/___/___/___

Cumulative GPA _____ (convert on a 4.0 basis) Rank in Class _____ of _____

High School _____

City _____ State _____

College Data:

Did you attend college last year? Yes No If yes, give your GPA _____ (convert on a 4.0 basis)

List the undergraduate US college/school you attend or the colleges/schools where you have applied.

Name _____ State _____

Name _____ State _____

Major _____

Expected college graduation date: Month ___/___ Year ___/___/___/___

Expected college degree AA BA BS Other If other, please explain _____

Community Service and Extra-Curricular Activities Data:

Please provide information that relates to activities occurring during the last 4 years of high school to the present. You may attach a resume highlighting your service or activities.

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Coast Guard Sponsor Data:

Pay Grade _____ Rank _____ Employee ID *(Do not give your social security number)* _____

Last Name _____ First Name _____ MI _____

Coast Guard Unit _____

City _____ State _____

District _____ Area _____ Sector _____ ISC _____

Yes No

Active Duty *(If yes, date entered on active duty)* _____

Reserve on extended active duty *(If yes, give start date of present duty assignment)* _____

Retired *(If yes, date of retirement from the Coast Guard)* _____

Deceased *(If yes, provide date)* _____

Print Name (Father) _____ Tel # _____

Print Name (Mother) _____ Tel # _____

Student/ Sponsor Certification:

We certify that, to the best of our knowledge, all responses are true and factual, the sponsor, as well as the applicant, has reviewed the eligibility requirements. We verify the applicant is unmarried and has not reached the age of twenty-three (23) on this day. We also agree, if the applicant is selected as a scholarship recipient, applicant, parent and sponsor name, along with sponsor duty location will be used for purposes of news and publicity of the Coast Guard Foundation Scholarship Program by Commandant (CG-1112) and the Coast Guard Foundation for current and future promotions of the scholarship program.

Signature of Applicant _____ Date _____

Print Name _____

Signature of Sponsor _____ Date _____

Print Name _____

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- c. ROUTINE USES: Used in the performance of official duties related to the processing of scholarship documents. Viewed by the selection panel and Coast Guard Foundation staff.
- d. DISCLOSURE: Voluntary; however failing to provide the information may result in disqualification from consideration for award of a Coast Guard Foundation scholarship.

Application Checklist

ESSAY TO THE SELECTION COMMITTEE

- Include a typed essay (double-spaced, 12 pt. font, not to exceed two pages) that address the following topics:
- Personal and academic achievements;
- Extracurricular activities;
- Contributions to the community;
- Academic plans and career goals.

LETTER OF RECOMMENDATION

- Include one letter of recommendation. The recommendation must be from an instructor or academic counselor (not related to the applicant) who has knowledge of your academic ability, personal qualifications, and career goals.
- Students who have been out of school for one or more years may submit a letter of recommendation from their current or most recent employer.

SCHOLARSHIP APPLICATION

- Type or print legibly.
- Complete all sections on the scholarship application.
- Remember to sign and date the application.

EVIDENCE OF ACCEPTANCE

- Provide evidence of acceptance to an institution of higher learning.
- Provide a written statement if attending a vocational or technical institution of higher learning.

FINANCIAL STATEMENT

- Financial documentation is essential to the processing of your scholarship application.
- You must complete the following steps:
 - Complete the Financial Statement;
 - Include a typed financial statement (double-spaced, 12 pt. font, not to exceed two pages) that addresses specific financial need, if needed.
- Do not provide a copy of your parent's Federal Income Tax Return.
- Do not provide a copy of your FAFSA.
- Do not provide a copy of your military identification card.

COLLEGE ENTRANCE SCORES

- Submit copies of college entrance scores.
- Provide statement if college entrance scores are not required for admission.

TRANSCRIPTS

- Provide grade transcript(s) for all course work completed to date.
- High school transcript(s) for students graduating from high school in the current academic year.
- College and high school transcripts for students currently attending college.
- Submit one copy of unopened official transcripts.
- Transcripts mailed on behalf of the student from education institutions must arrive at Commandant (G-1112) by 1 April to receive consideration.