



**Lackland Spouses' Club  
Scholarship Application 2025-2026  
Military Spouse**

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

- A. Applicants must be currently enrolled in or accepted to an accredited two- or four-year college, university, technical, trade, or vocational school during the 2025-2026 academic school year.
- B. Each applicant must be a legal, military dependent of:
  - 1. Active Duty, National Guard, or Reserve military member 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 from their military sponsor but living in the San Antonio area; or
  - 4. Retired, POW/MIA or deceased Armed Services personnel wherein the family members reside in the San Antonio area.
- C. The LSC Scholarship Committee members and their dependents are not eligible to apply for or receive this scholarship.
- D. Acceptance of any full scholarship before or after selection as a recipient of a LSC Scholarship will automatically terminate consideration and the scholarship will be awarded to an alternate in order of merit.
  - 1. Full scholarship is defined as 100% payment of tuition, room, board, books, etc.

**II. Application Procedures**

- A. Print the completed application, using only the available spaces on the form. Do not use the back of the form.
- B. Please retain a copy of all documents; application packets will not be returned.
- C. Applicants must submit the scholarship application packet in full to be postmarked no later than **1 March 2025** to:

**Lackland Spouses' Club  
ATTN: Scholarships Director  
P.O. Box 27491  
San Antonio, TX 78227-0491**

- D. Only complete applications will be considered. (See III. Scholarship Application Checklist for full details.)
- E. An email will be sent verifying receipt of your application. If you have submitted your application but not received verification by **15 March 2025**, contact the LSC Scholarships Director immediately at the email address listed below.
- F. All materials submitted with the application become the property of the LSC 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 held for one year then destroyed to ensure privacy is maintained.

**III. Scholarship Application Checklist**

- A. Please read carefully. This application is complete only when all of the pages listed below are delivered.
  - 1. All materials must be submitted at the same time and paperclipped together (no staples).
  - 2. Each page of the application must include the last four digits of the applicant's SSN.
  - 3. Provide only the pages indicated in the prescribed order below:
    - Personal Data Sheet (page 3)

- Essay written by the applicant (see page 4 for requirements)
- Resume (see page 4 for requirements)
- Cover Letter (see page 4 for requirements)
- Two (2) Reference Letters (1 copy of each)
  - At least one letter must be from a member of the applicant's school faculty or administration, employer, church leader, or other community service director.
  - All letters must be from non-family members.
- Signed and dated Lackland Spouses' Club Application Agreement (page 5)
- Signed and dated Lackland Spouses' Club Privacy Act Statement (page 6)

#### IV. Awarding of Scholarship Rules & Procedures

- A. Awards are granted without regard to the Military member's military rank, or applicant's race, gender, ethnicity, religion, or disability.
- B. The LSC Scholarship Committee will determine the number and value of scholarship awards to be awarded for the year.
- C. Scholarship funds must be used for the payment of tuition only, charged by the Finance Office or Business Office of the institution.
- D. Funds may **NOT** be used:
  - 1. To cover tuition from a previous academic year(s).
  - 2. Used for personal expenses or fines of any sort that are billed to a student account (including, but not limited to, travel or parking).
- E. Payment of scholarship awards will be made directly to the selected school. Recipients must submit *verification of enrollment* from the educational institution to the LSC Scholarships Director no later than **16 May 2025**. Should a recipient be unable to provide verification by the deadline, (s)he must contact the LSC Scholarships Director before the deadline to make appropriate arrangements. Any recipient who fails to comply will no longer be eligible for award money.
- F. The LSC shall issue a check in the full amount of the scholarship payable to the educational institution for use by the recipient by **14 June 2025**, contingent upon receipt of all necessary information from the recipient.
  - 1. This check shall be forwarded to the educational institution by the LSC Scholarships Director with a letter of instruction indicating that any amount of this scholarship not used for the designated purposes shall be returned to LSC.
  - 2. The scholarship award, when combined with other scholarships, must not exceed the cost of tuition, fees, books, and room and board for the academic year. Any remaining funds at the end of the school year must be returned to the LSC Scholarship & Charitable Funds.

**Direct any questions to Lackland Spouses' Club Scholarships Director at [LacklandSCScholarships@gmail.com](mailto:LacklandSCScholarships@gmail.com)**

**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.</p> <p><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 LSC Scholarship Committee for accounting purposes and to verify military dependent eligibility. Paperwork is kept on file for one year and then is shredded.</p> <p><b>Disclosure:</b> Failure to provide the required SSNs will disqualify this application.</p>			
<b>Applicant's Information</b>			
<b>Name (Last, First, Middle Initial):</b>			
<b>Phone Number:</b>	<b>Applicant's Military ID Card Expiration Date:</b>		
<b>Social Security Number (SSN):</b>			
<b>Street Address:</b>			
<b>City/State:</b>	<b>ZIP Code:</b>		
<b>Email:</b>			
<b>Name of Post-Secondary School Planning to Attend:</b>	<b>Birthday (Month/Year):</b>		
<b>Sponsor's Information</b>			
<b>Sponsor's Name (Last, First):</b>			
<b>Sponsor's Rank/Grade:</b>	<b>Last 4 of Social Security Number (SSN):</b>		
<b>Sponsor's Eligibility Category (Check one):</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> <b>Active Duty</b>  <input type="checkbox"/> <b>Retired</b>  <input type="checkbox"/> <b>Guard/Reserve</b>  <input type="checkbox"/> <b>Deceased</b>  <input type="checkbox"/> <b>POW/MIA</b> </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> <b>Remote to</b> _____  <input type="checkbox"/> <b>Geographically Separated</b>  <b>(sponsor's location)</b>            _____         </td> </tr> </table>		<input type="checkbox"/> <b>Active Duty</b> <input type="checkbox"/> <b>Retired</b> <input type="checkbox"/> <b>Guard/Reserve</b> <input type="checkbox"/> <b>Deceased</b> <input type="checkbox"/> <b>POW/MIA</b>	<input type="checkbox"/> <b>Remote to</b> _____ <input type="checkbox"/> <b>Geographically Separated</b> <b>(sponsor's location)</b> _____
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<b>Sponsor's Organization:</b>	<b>Sponsor's Phone Number:</b>		
<b>Organization's Address:</b>	<b>Current Mailing Address (if different than applicant's):</b>		
<b>Duty Phone Number:</b>	<b>Sponsor's ID Card Expiration Date:</b>		
<b>Sponsor's Email:</b>			

### Essay

#### Please select and answer ONE of the following questions:

- What are your educational and career aspirations? How do you plan to leverage your experiences as a military spouse to achieve these goals?
- Reflect on your involvement in community and/or volunteer service. How have these experiences contributed to your personal growth and sense of identity?
- Moving frequently can be a challenge for military families. How have you managed transitions in your education, work, and social life, and what strategies have you developed to cope with change?
- Describe a significant experience or challenge you've faced. How did it influence your personal growth?
- Who has been a significant role model in your life? What lessons have you learned from them?

#### Requirements

- Typed 300-500 word essay, including title
- Double-spaced on 8 ½" x 11" paper with 1" margins
- 12 pt. Times New Roman font
- Last four digits of your SSN in the upper right corner of every page
- Word count placed at the end of the essay
- Do **NOT** use your name, school, position, or other identifiers in the essay

#### Judging Criteria

1. Organization and Structure – introduction, body, conclusion, and transitions
2. Mechanics – format, grammar, spelling, punctuation, and sentence structure
3. Content – consistency and focus
4. Evidence and Support – personal examples given and elaboration
5. Presentation – distinctive voice, engaging tone, and word choice

### Resume & Cover Letter

#### Requirements

- Both are to be typed and a singular one-sided page
- Resume is to include information for the past 5-10 years regarding areas including, but may not be limited to:
  - Education History
  - Employment History
  - Certifications
  - Awards, Accomplishments, & Achievements
  - Volunteer and/or Community Service Experience
- Cover letter is to include the personal importance of possibly receiving the LSC Scholarship

#### Judging Criteria

1. Organization and Structure
2. Mechanics
3. Content
4. Presentation

**Lackland Spouses' Club  
Scholarship Application Agreement 2025-2026**

I \_\_\_\_\_ (applicant's printed name) certify that I have reviewed the eligibility requirements and meet the following conditions for the Lackland Spouses' Club Scholarship.

Please initial.

- \_\_\_\_\_ 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 United States Armed Forces; nor have I accepted an appointment to a service academy academy or preparatory school.
- \_\_\_\_\_ 4. I have not received grants, scholarships, or any other awards covering the full cost of tuition and books for the academic year of 2025-2026. (This includes the Post-9/11 GI Bill and Hazelwood Act.)
- \_\_\_\_\_ 5. If selected, I will make every effort to attend the award ceremony scheduled for May 2025 and agree to be photographed for publicity purposes.

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

- 1. Become a member of the United States Armed Forces during the 2025-2026 academic year;
- 2. Accept an appointment to a service academy for the 2025-2026 academic year; or
- 3. Receive any other grants, scholarships, or awards covering the full cost of tuition and books for the 2025-2026 academic year at the institution I attend. (This includes the Post-9/11 GI Bill and Hazelwood Act.)

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

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

**Lackland Spouses’ Club Privacy Act Statement**

**Privacy Statement** Since the Lackland Spouses’ Club (LSC) is a private, non-profit organization, the Privacy Act of 1974, 5 USC 552a, is not applicable. However, the LSC 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 board 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 LSC 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 a LSC Scholarship. We understand that failure to provide all requested information may impact the selection process. Furthermore, we fully understand that:

- Participation in the LSC Scholarship Program is voluntary.
- The requested information is needed for that participation.
- The principle purpose of the requested information is to:
  - Verify the identity of the applicant.
  - Determine the applicant’s eligibility for the program.
  - Permit administrative processing and evaluation for scholarships.
  - Allow required servicing and administrative management of approved scholarships.
  - Publicize scholarship recipients in various publications.

We acknowledge the foregoing privacy policy and hereby authorize the LSC 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 LSC 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 LSC Scholarship Committee or its representative, as required, to verify any information herein by contacting an appropriate office of official.”

\_\_\_\_\_  
Applicant’s Printed Name

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor’s Printed Name

\_\_\_\_\_  
Sponsor’s Signature

\_\_\_\_\_  
Date

**This page may be kept for your records.**

### Checklist

This application becomes complete and valid only when all the items listed below are completed/delivered. The completed scholarship application package must be submitted in full and postmarked no later than **1 March 2025**.

- Personal Data Sheet (page 3)
- Essay written by the applicant (see page 6 for requirements)
- Resume (see page 6 for requirements)
- Cover letter (see page 6 for requirements)
- Two (2) Reference Letters
  - At least one letter must be from a member of the applicant's school faculty or administration, employer, church leader, or other community service director.
  - All letters must be from non-family members.
- Signed and dated Lackland Spouses' Club Application Agreement (page 7)
- Signed and dated Lackland Spouses' Club Privacy Act Statement (page 8)

### Frequently Asked Questions

**1. I'm a spouse and a college student, which application do I use?**

Continuing Education applications are for dependent children who are in college. Spouses should fill out the spouse application forms.

**2. I forgot to include one or more items with my package; will I be able to send them later?**

It is very important that you use the provided checklist before mailing your package to ensure that all forms are included. In the event you forgot to include something in the package, you may submit the missing item(s) if the postmark has not passed. You may incur a point deduction for not sending the package in full. Incomplete packages will not be considered for a scholarship award.

**3. I wasn't able to mail my package by the postmark deadline date; will I still be considered for a scholarship award?**

All packages not postmarked by the deadline date will not be accepted for consideration. Allow enough time to submit the package prior to the deadline.

**4. How much will I receive if I win?**

The amount of scholarship varies year to year based on funds available. The amount of your award will be based on your overall application and essay score.

**5. Will my information be secure?**

Yes! All personal identifying information (PII) is seen only by the Scholarships Director. Any information not pertinent to the judging of your application will be blacked out for the Scholarship Selection Committee.

**View more FAQ at [www.lacklandspousesclub.org](http://www.lacklandspousesclub.org) or email the Scholarships Director directly at [lacklandscscholarships@gmail.com](mailto:lacklandscscholarships@gmail.com)**

**YOUR COMPLETE APPLICATION PACKET MUST BE SUBMITTED BY 1 MARCH 2025**