

**2012**



# **Scholarship Application Instructions**

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## **PURPOSE**

This Coast Guard Foundation (CGF) Scholarship Application Instructions provides the eligibilities, procedures and contact information for competing for a CGF Scholarship.

## **BACKGROUND**

### **The CGF**

The CGF is a 501(c) (3) non-profit organization founded in 1969 and initially created to provide funds for the Coast Guard (CG) Academy and its cadets for programs not covered by federal operational funding. In 1986, the Foundation expanded its charter to support projects that enhance the education, welfare and morale of CG members and their families. Located in Stonington, Connecticut, the Foundation employs a staff of twelve civilians responsible for meeting the Foundation's business objectives and to work closely with the CG on other issues.

### **CG, Office of Work-Life**

Commandant (CG-1112), the CG Office of Work-Life is managed by the Office of Work-Life, a Headquarters program manager staff within the Health, Safety and Work-Life Directorate, reporting to the Assistant Commandant for Human Resources. This staff is responsible for establishing, developing and promulgating Work-Life policy and interpreting program standards for Coast Guard-wide implementation. The overall objective is to support the well-being of active duty, reserve and civilian employees and family members.

### **CGF Benefactor Organizations**

*For specific descriptions of these organizations, please refer to Appendix A.*

- 1) The Arnold Sobel Endowment Fund (Sobel)
- 2) CGF Scholarship Fund (Foundation)
- 3) The Commander Ronald J. Cantin Scholarship Fund (Cantin)
- 4) The Commander Daniel J. Christovich Scholarship Fund (Christovich)
- 5) The Westbrook Scholarship Fund (Westbrook)
- 6) The Clay Maitland CGF Scholarship (Maitland)
- 7) The Captain Ernest W. Fox Perpetual Scholarship Program (Fox)
- 8) The Fallen Heroes Scholarship Fund (Fallen Heroes)

## **ELIGIBILITY REQUIREMENTS**

*Eligibilities for the Sobel, Foundation, Cantin, Christovich, Westbrook, and Maitland scholarships are the same.*

**Eligible Students:**

- Unmarried dependent children of enlisted men and women of the U.S. Coast Guard that are:
  - Active duty, retired or deceased.
  - Coast Guard Reserve currently on extended active duty 180 days or more.
- Students applying to college or currently in college may apply if working towards their first undergraduate degree program, are listed in the CG DEERS system, and are under the age of 24 when applying.
- Applicants must be a college bound high school senior entering an accredited college or technical school for the fall semester of this year; or a full-time undergraduate student already enrolled in an accredited four-year undergraduate program or technical school for the fall semester of this year. If currently attending college, both high school and college transcripts must be submitted.

**Ineligible Students:**

- CG Spouses.
- Active duty CG members.
- Children of commissioned officers to include warrant officers.
- Applicants pursuing a second undergraduate degree, masters or doctorate programs of study.
- Applicants pursuing a degree at an unaccredited institution.

**Eligibility for the Fox scholarship:**

- Employees of the Aviation Logistics Center (ALC) (enlisted, commissioned officers, and civilian personnel). Applications must be obtained and submitted to the ALC.
- Contact the ALC training office, 252-335-6214 to obtain more information.

**Eligibilities for the Fallen Heroes scholarship, the requirements are:**

- CG dependent children of enlisted AND commissioned officers who lost their lives in CG land, air, or sea operations.
- Dependent children must be currently registered in the DEERS system.

## APPLICATION PROCEDURES

*Late applications will not be processed.  
Incomplete applications will be automatically disqualified.*

**DEADLINE: 15 March**

Applicants can submit applications 1 of 3 ways:

**1) Website - ScholarPRO.com – HIGHLY RECOMMENDED**

- a. Create an account at [www.ScholarPRO.com](http://www.ScholarPRO.com).
- b. Answer Military specific questions in “My Profile”.
- c. If you are eligible for the Coast Guard Foundation Scholarship, you should find the Coast Guard Foundation Scholarship in you matches.
- d. Add the scholarship to your apply pile.
- e. Apply!!!

**2) Email – [HQS-SMB-FamilySupportServices@uscg.mil](mailto:HQS-SMB-FamilySupportServices@uscg.mil)**

- a. Send the following items to the email address above:
  - i. CGF Application – CG-6054
  - ii. Financial Aid Form – CG-6053
  - iii. 500-word Essay
  - iv. Letter of Recommendation
  - v. Evidence of Acceptance
  - vi. College Entrance Scores
  - vii. Transcripts – *Must come from school official*
- b. The CGF Application and Financial Aid Form can be obtained from:
  - i. The CG Office of Work-Life website, <http://www.uscg.mil/worklife/scholarship.asp>
  - i. The CGF website, <http://www.coastguardfoundation.org/how/scholarships>
  - ii. The CG form website at <http://www.uscg.mil/forms/default.asp>

**3) Mail – Send items listed under Email option to:**

COMMANDANT (CG-1112)  
ATTN: FOUNDATION SCHOLARSHIPS  
2100 2<sup>nd</sup> ST, SW, STOP 7902  
WASHINGTON, DC 20593-7902

## **SCHOLARSHIP APPLICATION PACKET CHECKLIST**

*If you apply using ScholarPRO, all items are submitted through the website.*

*DEADLINE for all items is 15 March.*

- **CGF Scholarship Application**
  - Both the applicant and sponsor must sign and date the application.
  - Do not provide your social security number for the student or military member.
  
- **Financial Aid Form**
  - Complete an additional financial aid statement, if needed, not to exceed one page to address specific financial situations.
  
- **Essay**
  - Include a 500 word typed essay (double-spaced, 12 pt. font, not to exceed two pages). The essay should address the following topics:
    - Personal and academic achievements.
    - Extracurricular activities.
    - Contributions to the community.
    - Academic plans and career goals.
    - Major considerations for the selection of scholarship recipients are scholastic promise, motivation, moral character, leadership qualities and good citizenship.
  - Address the essay to the scholarship selection committee.
  
- **Letter of Recommendation**
  - Recommendations must be from an instructor, academic counselor or any school official who has knowledge of the student's academic ability, personal qualifications, and career goals.
  - Recommendations should address the student's motivation, moral character, leadership, citizenship, and scholastic promise.
  - Home schooled students may have their parents write a letter of recommendation. However, additional letters of recommendations are highly recommended.
  - Applicants may submit no more than three recommendations.
  
- **Evidence of Acceptance**
  - Applicants must provide proof of their intention to attend an accredited institution of higher learning.
  - Applicants waiting on a response from their chosen institution may submit a photocopy of their completed application to the school.
  - A written statement is required if attending a community college, vocational or other institution that does not provide acceptance letters.
  - Students accepting scholarships with specific eligibility requirements must continue to meet these requirements for the scholarship to be disbursed.
  
- **College Entrance Scores**
  - Provide a copy of all your college entrance scores (e.g. SAT and/or ACT).

- o Submit a written statement not to exceed one page if the college does not require college entrance scores.
- **Transcripts**
  - o Provide official transcript(s) for all course work completed to date.
  - o Submit one unopened copy of official transcripts.
  - o Home school students must submit an official copy of their high school transcripts.
  - o If using ScholarPRO, request transcripts ASAP to ensure they arrive by the 15 March deadline.

## **AFTER APPLYING**

Commandant (CG-1112) will process applications for eligibility and requirements then forward to the selection committee for review. The committee members are: the Superintendent of the CG Academy, Director of Health and Safety, Master Chief Petty Officer of the CG, and the President of the CGF and/or their selected designees. All applicants will be selected on an objective and non-discriminatory basis.

- All scholarship selection committee results are final.
- In May, all awardees will be notified by the CGF of their selection of an award. Selected applicants will be contacted directly by phone and then sent a formal letter via mail to their home address. All applicants are encouraged to use their current phone number, permanent home address AND email address on the application.
- Scholarship funds will not be released until the fall semester of this academic school year. Registration must be complete and scholarship recipients must submit a copy of their high school diploma along with a copy of their fall semester billing from their educational institution directly to the CGF. All awarded funds are paid directly to the educational institution by the CGF. Scholarship recipients are responsible for providing invoices and grades to the Foundation.
- Periodic changes in the stock market may influence the funding levels of these scholarships. As a result, the CGF does not guarantee the future levels of funding for each scholarship listed. Every attempt possible will be made to honor renewable scholarships once they are awarded, however the CGF reserves the right to reduce or discontinue any award due to the non-availability of funding, without advance notice.

## **CG SCHOLARSHIPS PROGRAM CONTACT INFORMATION**

Additional requests for information should be made to Work-Life Staff of Family Resource Specialists (FRS) located at the U.S. Coast Guard Health Safety Work-Life Regional Practices.

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)

## Appendix A – CGF Benefactor Organizations

### CGF BENEFACTOR ORGANIZATIONS

1) **The Arnold Sobel Endowment Fund (Sobel)** honors RADM Arnold Sobel, whose affiliation with the CG began during World War II when he commanded a Tank Landing Ship in the South Pacific. Those who knew him remember him for his many contributions to the maritime community, impact on the “One CG” concept through his reserve service, and his philanthropic efforts with the CGF. This fund will provide 4 scholarships for \$5,000 each per year for four consecutive years.

2) **CGF Scholarship Fund (Foundation)** is made possible through proceeds from CG Foundation golf tournaments. Tournaments are held in Washington, DC, Long Beach, CA, Monmouth, NJ, and Stonington, CT. This fund will provide scholarships ranging from \$2,500 to \$5,000 per year and may be awarded for one year or up to four years.

3) **The Commander Ronald J. Cantin Scholarship Fund (Cantin)** honors the career of CDR Ronald J. Cantin, who retired in 2007 after distinguished service in the CG where he served in nearly every aspect of the Marine Safety program and earned numerous national level credentials as both a responder and instructor in Marine Safety. This scholarship fund will provide one non-renewable scholarship for \$2,500.

4) **The Commander Daniel J. Christovich Scholarship Fund (Christovich)** honors the career of CDR Daniel J. Christovich. His career assignments include Deck Watch Officer aboard CGC Jarvis, Commanding Officer of CGC Cape George, Officer in charge of Law Enforcement Detachment 7th District, and several key staff officer positions throughout CG Headquarters. This scholarship fund will provide one non-renewable scholarship of \$2,500.

5) **The Westbrook Scholarship Fund (Westbrook)** honors the work of Hugh Westbrook, and his wife, Carole Westbrook. Mr. Westbrook is a Methodist minister who in 1976 co-founded a local Miami hospice organization that grew to become Vitas Health Care Corporation. His leadership in American hospice care and his work with congress helped to develop landmark hospice legislation, and consequently, founded the Hospice Foundation of America in 1980. Mr. Westbrook and Mrs. Westbrook continue their commitment to philanthropy in support of many foundations, educational institutions and the CGF. The Westbrook scholarship will provide one, non-renewable, \$2,500 scholarship.

6) **The Clay Maitland CGF Scholarship (Maitland)** honors the work of Clay Maitland whose cumulative lifetime giving to the Foundation tops \$1 million. The Maitland scholarship will provide a one, non-renewable \$5,000 scholarship to a student pursuing a degree related to marine science.

7) **The Captain Ernest W. Fox Perpetual Scholarship Program (Fox)** is sponsored by Clay, Elizabeth and Dean Fox to honor the memory of their late son and brother, Captain Ernest W. Fox, who served 23 years in the CG. The program established a perpetual scholarship at the Aviation Logistics Center (ALC) in Elizabeth City, North Carolina to assist the education and training endeavors of ALC personnel. This grant is eligibility specific, to employees of the ALC

## Appendix A – CGF Benefactor Organizations

only (active duty military and federal civil service) and their dependents assigned to the ALC are eligible to apply for this scholarship. All Fox applications must be returned to the ALC by their designated deadline. This scholarship consists of a one-time, non-renewable \$1,000 scholarship.

8) **The Fallen Heroes Scholarship Fund (Fallen Heroes)** 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 CG Academy in 1936 and served with distinction for 30 years. He retired as Commanding Officer of the Training Center in Cape May, New Jersey. This scholarship benefits dependent children of CG members (enlisted and commissioned officers) who lost their life in CG land, air, or sea operations. An eligible dependent may apply for this scholarship any time during the year.