**HUI 'O NA WAHINE SCHOLARSHIP PROGRAM 2017-2018**

Dear Applicant:

Thank you for your interest in applying for the Hui `O Na Wahine Scholarship.  The Hui `O Na Wahine is an all-ranks military and retiree spouses’ club located at Schofield Barracks, Hawaii.  The Hui O’ Na Wahine Scholarship program highlights the academic dedication, volunteer activities, work experience, and extracurricular activities of the awardees. Resiliency, grit, and leadership skills should also be displayed on the part of the recipients and these components are also evaluated. Hui ‘O Na Wahine Scholarships are awarded through funds raised throughout the year that are placed into our Scholarship and Welfare account.

**I.  ELIGIBILITY FOR THE 2017-2018 SCHOLARSHIPS**

1. SCHOLARSHIP FOR A HIGH SCHOOL SENIOR
* Applicant and/or Hui family member **must be a member in good standing** no later than **1 December 2017**.
* Applicant must be a graduating high school senior (public, private, or homeschooled) and plan to attend an accredited college, business, or trade school within the next academic year.
* Applicant must not have accepted any **full-ride** scholarship (military academy appointment, athletic scholarships, etc.).
1. SCHOLARSHIP FOR ADULT HUI MEMBER/FAMILY MEMBER
* Applicant and/or Hui family member **must be a member in good standing** no later than **1 December 2017**.
* Applicant must be currently enrolled in, accepted to, or have applied to an accredited college, business, or trade school no later than 1 March 2018.
* Applicant must NOT have accepted any **full-ride** scholarship (military academy appointment, athletic scholarship, etc.).

**The Hui ‘O Na Wahine Spouses Club proudly supports students who are part of the Americans with Disabilities Act to apply for our scholarships. The essay gives you a chance to write about your resiliency.**

**II.  CRITERIA FOR SCHOLARSHIP**

The scholarship shall be based upon the following:

1. Academic Record
2. Extracurricular Activities and Work Experience
3. Community Service
4. Personal Essay
5. Letters of Recommendation (2) – Note: each scholarship type has different criteria for references.

**III.  DATE AND PLACES TO APPLY**

1. Applications and letter of recommendation forms will be available online at [www.schofieldspousesclub.com](http://www.schofieldspousesclub.com/) beginning **15 November 2017**. (We are not affiliated with the Hui ‘O Wahine (Fort Shafter spouses’ club), so please be careful not to fill out their application and mail it to Schofield Barracks club.)
2. **ALL PORTIONS** of the application, including recommendations, must be emailed **NO LATER THAN 10 February 2018** to the following:

huischolarshipchair@gmail.com

For more information, contact huischolarshipchair@gmail.com.

**IV.  ACKNOWLEDGMENT OF APPLICATIONS**

All applications will be acknowledged upon initial receipt within 72 hours. One week before the application deadline, all applicants will receive a status of completion.

**V.  NOTIFICATION OF AWARD**

1. Recipients of the scholarships will be notified on or about **7 April 2018,** and will receive an invitation to a recognition ceremony scheduled in April 2018.
2. The check will be endorsed **to the scholarship recipient’s academic institution** and given directly to the recipient upon receipt of a copy of a letter of acceptance or semester’s schedule via email -(huischolarshipchair@gmail.com) to the Scholarship Chair no later than **2 October 2018**.  Any unusual circumstances which might delay the student’s educational schedule must be brought to the attention of the Scholarship Chairman and/or the Hui President before this date to determine continued eligibility for the award.
3. Applicants who do not receive a scholarship will be notified in writing, citing the Scholarship Committee’s reasons for denial, during the month of April.

**APPLICATION INSTRUCTIONS**

**I.  APPLICANT RESPONSIBILITIES**

1. The following guidelines should assist the applicant in completing the requirements for the Hui `O Na Wahine Scholarship.  It is **the responsibility of the applicant** to submit blank reference letter forms to teachers, faculty sponsors, employers, and volunteer supervisors.
2. Applicant must request that teachers, faculty sponsors, employers, and/or volunteer supervisors complete the appropriate reference forms on his/her behalf and email them directly to the scholarship chair (huischolarshipchair@gmail.com) dated **NLT 10** **February** **2018**. All materials sent to the Scholarship Committee become the property of the Hui `O Na Wahine and **will not** be returned.
3. Neither the **Scholarship Chairman nor the Scholarship Committee** assumes responsibility for lost or misdirected application packets, reference letters, or transcripts.

**II.  GRADUATING HIGH SCHOOL SENIORS**

Completed application packet shall consist of the following:

1. Fully completed application form.
2. Personal Essay (pgs. 12-13) following these guidelines:
* Typed, double-spaced, 12-point font (Times New Roman) with a minimum of 750 words and maximum of 1200 words in length
* Your **narrative** essay should have an original title and should be written in the first person (I, me, myself). *DO NOT USE YOUR NAME, or in any other way, identify yourself in your essay*. The committee will judge all applications anonymously to preserve objectivity.
* Essays will be scored on **organization**, **voice**, **word choice**, **sentence fluency**, and **conventions**.
* This year’s narrative essay topic is as follows:

***Describe a major challenge in your life and how you overcame it.***

1. Academic Requirements:
* **Official transcripts** from public or private high school(s) (will contain official stamp or watermark)
* Notarized transcript or documentation for homeschooled students

Official Transcripts must be mailed directly to:

**Hui 'O Na Wahine**

**ATTN: Scholarship Chair
126 Neff Street
PMB 335
​Wahiawa, HI  96786**

1. Reference Letters (please access separate reference letter files at <http://www.schofieldspousesclub.com/scholarship-and-welfare.html>):
* One (1) Teacher Reference Letter.
* One (1) Community Leader, Extracurricular or Work Reference Letter from a respected member of the community with whom you have been associated. **Hui ‘O Na Wahine Board members may not write a recommendation**.
* Your reference letters should be emailed directly to the Scholarship Chair (huischolarshipchair@gmail.com) by the reference letter writer.  Provide each teacher, community leader, supervisor and/or employers with a copy of the reference letter.
1. Fully completed **Application Checklist** and **Statement of Privacy and Plagiarism and Acknowledgment of Conditions** *(pages 9 & 10)*initialed and signed.

**III.  CONTINUING EDUCATION STUDENTS**

Completed application packet shall consist of the following:

1. Fully completed application form.
2. Personal Essay (pgs. 12-13) following these guidelines:
* Typed, double-spaced, 12-point font (Times New Roman) with a minimum of 750 words and maximum of 1200 words in length.
* Your **narrative** essay should have an original title and should be written in the first person (I, me, myself). *DO NOT USE YOUR NAME, or in any other way, identify yourself in your essay*. The committee will judge all applications anonymously to preserve objectivity.
* Essays will be scored on **organization**, **voice**, **word choice**, **sentence fluency**, and **conventions**.
* This year’s narrative essay topic is as follows:

***Describe a major challenge in your life and how you overcame it.***

1. Academic Requirements:
* Official College transcripts if currently attending a college, business or trade school.
	+ **Official college transcripts** (will contain official stamp or watermark) must be mailed by your institution NLT February 10, 2018 directly to:

**Hui 'O Na Wahine**

**ATTN: Scholarship Chair
126 Neff Street
PMB 335
​Wahiawa, HI  96786**

* + Copies of **unofficial college** transcripts will not be accepted.
* A scanned copy of your High School Diploma, homeschool transcript/documentation, or GED is required if the applicant has less than twenty (20) college semester hours completed. Please email scanned copy with your application NLT 10 February 2018.
1. Reference Letters (please access separate reference letter files at <http://www.schofieldspousesclub.com/scholarship-and-welfare.html>)
* Two (2) reference letters: These letters can come from a teacher, community leader, supervisor, and/or employer with whom you have been associated; however, **Hui ‘O Na Wahine Board members are not allowed to write a recommendation.**
* Your reference letters should be emailed directly to the Scholarship Chair (huischolarshipchair@gmail.com) by the reference letter writer.  Provide each teacher, community leader, supervisor and/or employers with a copy of the reference letter.
1. Fully completed **Application Checklist** and **Statements of Privacy and Plagiarism** and **Acknowledgment of Conditions** *(pages 9 & 10)* initialed and signed.

**HUI 'O NA WAHINE SCHOLARSHIP APPLICATION**

|  |
| --- |
| **APPLICANT’S NAME (Last, First, MI)**  |
| Click or tap here to enter text. |
| **Name of HUI Member, if different from Applicant**  |
| Click or tap here to enter text. |
| **Address (Street, City, State, Zip)** |
| Click or tap here to enter text. |
| **Phone Number:**  | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |
| **Date of Membership** | Click or tap here to enter text. | **Have you previously received a Hui ‘O Na Wahine Scholarship?**  |
|  |  | **If Yes, List Date(s):**  | Click or tap here to enter text. |
| **Please Select Appropriate Category:** |
|[ ]  Graduating High School Senior of a Hui Member  |
|[ ]  Continuing Education Hui Member |
|[ ]  Continuing Education Family Member of a Hui Member |
| **Please Select All That Apply:** |
|[ ]  I plan on attending a college or university.  |[ ]  I plan on attending a trade school. |
|[ ]  I plan on attending a graduate school.  |[ ]  I plan on attending a business school. |
|[ ]  I plan on attending an online school. |
| **High School, Homeschool, or GED Information: (if you have additional information, please add to Additional Information Sheet pg. 11)** |
| **Name of School:**  | Click or tap here to enter text. |
| **Address:**  | Click or tap here to enter text. |
| **GPA**: | Click or tap here to enter text. | **Date of Intended Completion:**  | Click or tap here to enter text. |
| **Current and Past College or University Information (For High School Dual Enrollment or Continuing Education Applicants only):** |
| **Name of School:**  | Click or tap here to enter text. |
| **Address:**  | Click or tap here to enter text. |
| **Major:**  | Click or tap here to enter text. | **GPA:**  | Click or tap here to enter text. | **Degree Earned:**  | Click or tap here to enter text. |
| **Current and Past College or University Information (For High School Dual Enrollment or Continuing Education Applicants only):** |
| **Name of School:**  | Click or tap here to enter text. |
| **Address:**  | Click or tap here to enter text. |
| **Major:**  | Click or tap here to enter text. | **GPA:**  | Click or tap here to enter text. | **Degree Earned:**  | Click or tap here to enter text. |
| **Current and Past College or University Information (For High School Dual Enrollment or Continuing Education Applicants only):** |
| **Name of School:**  | Click or tap here to enter text. |
| **Address:**  | Click or tap here to enter text. |
| **Major:**  | Click or tap here to enter text. | **GPA:**  | Click or tap here to enter text. | **Degree Earned:**  | Click or tap here to enter text. |
| **Please List the School(S) You Have Been Accepted to or Applied To for the 2018-2019 School Year:** |
| **Name** | Click or tap here to enter text. | **Accepted?**  |[ ]
| **Name** | Click or tap here to enter text. | **Accepted?**  |[ ]
| **Name** | Click or tap here to enter text. | **Accepted?**  |[ ]
| **Name** | Click or tap here to enter text. | **Accepted?**  |[ ]
| **Please List Your Intended Major Course of Study:** | Click or tap here to enter text. |
| **List Activities in Which You Have Actively Participated During the Last Four Years (Athletics, Band, School or Church Activities, Clubs, and Professional Organizations). (if you have additional information, please add to Additional Information Sheet pg. 11)** |
| **Activity** | **Dates** | **Describe Your Participation (including listing any positions held)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| **List your Community Volunteer Organizations for the Last Four Years. (if you have additional information, please add to Additional Information Sheet pg. 11)** |
| **Volunteer Organization** | **Dates / avg number of hours per month** | **Describe Your Participation (including listing any positions held)**  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| **List Any Honors or Awards You Have Received Within the Last Four Years. (if you have additional information, please add to Additional Information Sheet pg. 11)** |
| **Honor/Award** | **Dates** | **Description** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| **List Employment Experience for the Last Four Years.  (List Most Recent First) (if you have additional information, please add to Additional Information Sheet pg. 11)** |
| **Position/Duties** | **Employer** | **Phone or email** | **Dates / Avg Hours per Week** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**APPLICATION PACKET CHECKLIST**

**Please Check each section as an acknowledgment of Application and Process.  Incomplete or improperly submitted applications will not be forwarded to Scholarship Committee for review.**

|  |
| --- |
|[ ]  Fully Completed Application |
|[ ]  Read and Signed Privacy/Plagiarism Statement (page 10) (electronic signature acceptable) |
|[ ]  Personal narrative essay  |
|[ ]  Requested Reference Letters (2) (*These must be* ***emailed directly to the Scholarship Chair by the reference writer NLT 10 February 2018)*** |
| **High School Senior Applicants only:** |
|[ ]  Official High School Transcripts or Homeschool Transcript/Documentation (notarized) requested to be mailed directly to Scholarship Chair NLT 10 February 2018. |
| **Continuing Education Applicants only:** |
|[ ]  Official Transcripts from all colleges attended requested to be mailed directly to Scholarship Chair NLT 10 February 2018.  If applicant has less than twenty (20) semester hours completed, a copy of your high school diploma, a notarized homeschool document, or GED is also required. |
| **I have read and understand all criteria and privacy/plagiarism issues.  I also understand that all Applicant Packets must be postmarked by 10 February 2018.  Any reference letters, transcripts, or pertinent information not postmarked by 10 February 2018 will result in disqualification of the applicant, and this application will not be submitted to the Scholarship Committee for consideration.** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Signature** | **Date** |

**Mail all transcripts to:**

**Hui 'O Na Wahine**

**ATTN: Scholarship Chair
126 Neff Street
PMB 335
​Wahiawa, HI  96786**

**Privacy Act | Plagiarism Statement | Acknowledgment of Conditions**

**ALL APPLICANTS MUST READ, INITIAL AND SIGN THE FOLLOWING:**

1. PRIVACY ACT STATEMENT

|  |  |
| --- | --- |
| Click or tap here to enter text. | The Privacy Act Statement of 1974 (5USC Sec 522) requires that you be informed of the following information.  The information supplied on this application is for local scholarship consideration and will be used in selecting individuals for awards.  I approve release of my application information to the Scholarship Committee.  I herby grant full permission to use my name and likeness in publicity releases or displays as a winner of a Hui `O Na Wahine Scholarship.  |
| 2. STATEMENT ON PLAGIARISM AND ACADEMIC DISHONESTY |
| Click or tap here to enter text. | I understand that plagiarism is an act of intellectual dishonesty and at this moment state that the essay included with this application is exclusively my work. I understand that my essay may be submitted to Turnitin.com if originality is questioned |
| ACKNOWLEDGEMENT OF CONDITIONS OF THE HUI `O NA WAHINE SCHOLARSHIP |
| Click or tap here to enter text. | These scholarships are for **tuition, books, and room and board expenses** only. The Hui Scholarship and Welfare Treasurer, upon receipt of written proof of enrollment, will send scholarship money directly to the school. |
| Click or tap here to enter text. | Scholarship money will be available for use beginning Fall 2018 term. Enrollment must occur no later than 1 October 2018. Any funds not claimed by **5 October 2018** will be forfeited. |
| Click or tap here to enter text. | I pledge that all information contained on this application and all attached documentation are accurate to the best of my knowledge.  I also understand that if any part of the application is found inaccurate or missing, or I have not followed the application guidelines, I will risk being disqualified.   |
| Click or tap here to enter text. | I accept that the decisions rendered by the Hui `O Na Wahine Scholarship Committee are final. |
| Click or tap here to enter text. | I understand to be an active member of the Hui `O Na Wahine Spouses Club, I must be a member in good standing by 1 December 2017. I also understand that as an active duty spouse, my sponsor must be stationed in Hawaii as of the time I signed up to become a club member. As a retired spouse, I understand I must currently be or have been a resident on Oahu as of Super Sign Up (August 15, 2017). If requested, I can provide appropriate documentation.  |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Applicant’s Signature | Date |

**Additional Comments:**

*Please include any additional comments below.*

Click or tap here to enter text.

**Essay Section: On the following page (s), please write a personal essay using the following rules:**

* Typed, double-spaced, 12-point font (Times New Roman) with a minimum of 750 words and maximum of 1200 words in length.
* Your **narrative** essay should have an original title and should be written in the first person (I, me, myself). *DO NOT USE YOUR NAME, or in any other way, identify yourself in your essay*. The committee will judge all applications anonymously to preserve objectivity.
* Essays will be judged with an unbiased rubric and scored on **organization**, **voice**, **word choice**, **sentence fluency**, and **conventions**.
* This year’s narrative essay topic is as follows:

***Describe a major challenge in your life and how you overcame it.***

 Examples might include but are not limited to the following and should not be events included in your essay: defining moments, overcoming a bad situation or failure, unique experience with multiple moves, being a student with special needs, showing independence, self-improvement, special projects that did not qualify for awards, etc.

Personal Essay: ***Describe a major challenge in your life and how you overcame it***

Click or tap here to enter text.