



AIR FORCE SERVICES SOCIETY (AFSS)



2011 College Scholarship Book Program (CSBP) Guidelines

PROGRAM DESCRIPTION

AFSS CSBP is an integral part of the Quality of Life offered to AFSS members worldwide and their families. It is the intent of the program that the college book scholarship award be funded through contributions, membership fees and sales of organizational items.

Applicants must be members in good standing with the AFSS, a dependent, or grandchild thereof. Sponsors of applicants who win must have at least one year of dues paid in advance prior to scholarships being awarded. Three scholarships may be awarded to applicants from one or any combination of three of the following seven categories: Air Force Active Duty Military, Retired Military, Active Duty Civilian, Retired Civilian, Reserve, Air National Guard and family members (child or grandchild who is under 23 years of age or member's/sponsor's spouse). As stated previously, the adult sponsor must be in good standing with the organization however, it is not required that the family member be a member.

This program became effective with the 2008 Fall Semester/Quarter and is updated for each school year. The availability of funds within the organizational budget each year shall be prerequisite for the number and dollar amount of scholarships offered. When and if there comes a time that funds are not available and/or eligibility requirements change, an announcement will be made via the AFSS Website link "Scholarship Info" by the AFSS Webmaster as directed by the President.

CONDITIONS OF ELIGIBILITY

A member must be in good standing. This means dues are paid and up-to-date. A member/sponsor whose dependent wins, shall be required to pay a minimum of one additional year's dues after selection as an award winner and prior to funds actually being awarded. This can be done by sending a personal check to our AFSS Treasurer or by using PayPal on our AFSS Website link "Join AFSS". If someone has paid for a lifetime membership, they are not required to pay an additional year.

Unmarried grandchildren or children (under the age of 23) whose "sponsor" is Air Force active duty military, retired military, active duty or retired civilian personnel, AF Reserve or ANG may apply for the CSBP. Winners of previous AFSS CSBP awards are eligible for future AFSS scholarship awards. To ensure there is no perception of/or actual conflict of interest, members of the AFSS Executive Board and or their family members cannot compete in the program.

Eligible applicants must be enrolled, or accepted for enrollment for the applicable award semester (spring, summer or fall). Opportunities are currently scheduled for the same periods for each subsequent year. Individuals must be enrolled/enrolling in an undergraduate program of studies leading to an Associate or Bachelor's Degree relating to any field included under AF Force Support career fields at a vocational school, community college, or accredited university. The book scholarship can also be awarded to help pay for certifications in any of these applicable fields (e.g., fitness, manpower, childcare) with vocational schools, community colleges, or universities with certification of enrollment in the program in the application package. Unless they are new freshmen, they must have a minimum cumulative grade point average of 3.0 (on a 4.0 basis).

Applicants who receive an appointment to one of the US Military Academies (or affiliated preparatory schools) or are awarded a full scholarship at any accredited US post-secondary institution or higher education are NOT eligible. Finally, awards cannot be deferred for future use. The awards shall only be used for educational book expenses incurred during the applicable semester.

Awards are made without regard to race, creed, color, sex, religious belief, national origin, or rank. CSBP is an Air Force Services Society organizational program and therefore does not apply to other military branches, i.e., Navy, Marine Corp, Army, or the Coast Guard.

AMOUNT OF AWARD

The AFSS Treasurer shall provide each of three winners a check for \$500.00 after official announcements have been made by the AFSS President and published on the AFSS Website and one year advanced membership has been received as previously described. Any and all book costs exceeding \$500.00 shall be at the expense of the individual concerned. Copies of winning application packages will be maintained in both the AFSS Treasurer and Secretary files.

AWARD SELECTION

This program is independently administered by AFSS, a non-profit organization. The President will appoint a minimum of five AFSS Members in good standing within the organization to form a committee to evaluate the applications/vote. The AFSS VP will serve as the Committee's Chairperson. The Committee can include up to two more (three total including the VP) Executive Board Officers.

The VP will distribute all applications to the other Committee members. The Committee shall review applications (deadlines and requirements can be found in the application packages at airforceservicesociety.org) and evaluate said applications making sure they meet the criteria set forth in the requirements package. Each Committee member will provide their recommendations/votes to the AFSS VP. The VP shall hold all votes and, if required, will cast the deciding vote if there are ties in any of the three awards.

The VP will consolidate the information and provide it to the President. The President will review the information and announce the results to the other AFSS Executive Board Officers and Committee Members no later than (NLT) 15 January 2011 for the spring semester, NLT 1 May 2011 for the summer semester, and no later than 1 July 2011 for the fall semester. Announcements of winners will be made NLT 17 January, 15 May, and 15 July via the AFSS Website and by personal email to the winners from the AFSS President. Notification to non-selectees will also be made by these dates.

The AFSS Treasurer shall send a check in the amount of \$500.00 to each respective winner no later than 20 January, 1 June, or 1 August. This shall be the practice used each subsequent year hereafter.

The VP shall also ensure all completed evaluated applications and attachments received from the President are sent to the Treasurer and Secretary for maintaining of official AFSS financial accounting documentation. These documents may be required for State and Federal IRS Tax purposes for whatever minimum period applicable.

PROCEDURES FOR THE SCHOLARSHIP APPLICATION

Authorized members in good standing and desiring to participate in the AFSS CSBP shall meet the following requirements in order to participate in the seven individual scholarships categories.

- Ensure they/their family member are eligible as specified in the AFSS CSBP Guidelines
- Meet requirements in applicable application package
 - Complete AFSS Form 2008 and fill in all required information – See attached AFSS Form 2008 and Instructions

- Write an *Essay as specified in each applicable semester's application package
- "Sponsor" must sign the family member's application to acknowledge his/her sponsorship/support and verification of their enrollment in a required educational program
- Meet the specified deadlines
- Pay the one year advanced dues (unless a lifetime member)

*The AFSS Executive Board will specify different essay topics each semester (spring, summer, and fall). Specifics for scholarships will be available on the AFSS Website for members in good standing. This portion of the AFSS Website Link will be titled "Scholarships Info" and shall be indicated on the website home page link providing AFSS members all details for the program competition.

In addition the link "Scholarship Info" may provide material for members and authorized applicant's educational data helpful to students seeking higher education and specific updates concerning the AFSS program.

AWARD PROGRAM CHANGES

The Executive Board is not required to receive a majority vote from membership to make administrative changes to this program (e.g., increase award amounts). However, a quorum must be obtained prior to discontinuing the program in its entirety. Updates of any necessary criteria relating to this program may be updated after coordination with the AFSS Executive Board Members and approval of the President.

"Signed"

LOUIS W. PROPER, JR., Lt Colonel, USAF, Retired
President, AFSS



AIR FORCE SERVICES SOCIETY



AIR FORCE SERVICES SOCIETY (AFSS) COLLEGE SCHOLARSHIP BOOK PROGRAM (CSBP) ESSAY REQUIREMENTS AND DEADLINES

Notice: All data requested on this form is required by the Air Force Services Society to determine applicant eligibility. Incomplete applications shall be rejected.

Warning: Any person who knowingly makes a false statement or misrepresentation on this form shall be considered ineligible for the program.

Essay Requirements

Write and submit (with your application package) an essay of 500 words or less on the topic, **“What does it mean to be a part of the Air Force Family?”**

Essays exceeding 500 words (excluding title) will be disqualified.

Essays must be:

- 500 words or less (excluding title)
- Single-spaced, with double-spacing between paragraphs
- One-inch top and bottom margin, and 1.25 inch left and right margin

Application package must include:

- Application (ensure all requested information is provided or you risk disqualifying your application)
- Essay on CD or by email must contain participant’s name, date and word count (don’t include Social Security Number on anything submitted for review)
 - Submit by email to Lproper@verizon.net

OR

- Mail Completed Applications and Attachments to:
Louis W Proper, Jr
4761 Belroi Green Circle
Gloucester, VA 23061
1 804-693-4663

Essays not meeting the above parameters will be disqualified. Submit your entry to the Air Force Services Society President NLT specified deadlines below. Announcements will be made as specified in the CSBP Guidelines available online at <http://www.airforceservicessociety.org>. All nominees will be advised of scholarship selection or non-selection. Only one essay per eligible person will be accepted.

Application Deadline for Spring 2011:

Submissions must be received by the AFSS President **NLT 30 December 2010.**

Application Deadlines for Summer and Fall 2011:

- Summer 2011: 20 April 2011
- Fall 2011: 20 June 2011

Special Application Essay Topic for Spring 2011: No essay required!

Application Essay Topics for Summer and Fall 2011:

- Summer 2011: "What does it mean to be a part of the Air Force Family?"
- Fall 2011: To Be Announced



AIR FORCE SERVICES SOCIETY



AIR FORCE SERVICES SOCIETY (AFSS) COLLEGE SCHOLARSHIP BOOK PROGRAM (CSBP) APPLICATION

Notice: All data requested on this form is required by the Air Force Services Society to determine applicant eligibility. Incomplete applications shall be rejected.

Warning: Any person who knowingly makes a false statement or misrepresentation on this form shall be considered ineligible for the program.

Section A: Lines 1 - 9 to be completed by the authorized AFSS member/student (on their own behalf) or the AFSS member who is requesting/verifying the application on behalf of their dependent (spouse, child, grandchild etc.) student. If completed by the student (who is not an AFSS member), the sponsoring AFSS member **must** sign line 18 in Section B; applicants must complete the entire form (Sections A and B). When completed by an AFSS member (on their own behalf), they need only fill out Section A and sign lines 15 and 18 of Section B.

1. AFSS Member/Student Last Name _____ First _____ M.I. _____

2. Current Mailing Address: _____ 3. DOB: Month _____ Day _____ Year _____

City: _____ State: _____ Zip: _____

4. Area Code/Phone No: (____) _____ 5. Most Current Cumulative GPA on a 4.0 Scale _____

6. College Grade Level for Current Year – Check Appropriate Block:

Freshman Junior Sophomore Senior 5th Yr. Undergraduate Certification

7. Certification Type or Level/Institution (As Applicable): _____ / _____

8. Intended Enrollment Status (check one): Full-time Half-time

9. School Most Likely Attending During Current Period:

School Name _____ City _____ State _____

SECTION B: To be completed by the authorized member/sponsor for a dependent student. Read the application instructions and type or print in ink.

10. Student Last Name _____ First _____ M.I. _____

11. Area Code/Phone No: (____) _____

12. Student is Member's: Child Spouse Grandchild

13. Current Mailing Address: _____

14. DOB: Month _____ Day _____ Year _____

15. Category (check one) Active Duty Military Retired Military Active Duty Civilian
 Retired Civilian AF Reserve ANG MBR Dependent Child MBR Dependent Spouse
 MBR Grandchild

16. I certify that the student identified in Section B is my dependent child/spouse/grandchild as applicable.

17. I further certify that the student identified in Section B will use the funds to purchase books related to attainment of their degree or related certification as applicable.

18. AFSS Member Signature: _____ Date: _____

Print First Name M.I. and Last Name
Application Deadline for Spring 2011 – 30 December 2010
No Extensions
AFSS Form 2008

Instructions for Completing the Application - AFSS Form 2008

Type or print in ink. Any missing information or documentation is cause for rejection. Social security numbers are not requested due to being privacy information.

Section A – Lines 1 - 9 to be completed by the authorized AFSS member/student (on their own behalf) **or** the AFSS member who is requesting/verifying the application on behalf of their dependent (spouse, child, grandchild etc.) student. If completed by the student (who is not an AFSS member), the sponsoring AFSS member **must** still sign line 18 in Section B; applicants must complete the entire form (Sections A and B). When completed by an AFSS member (on their own behalf), they need only fill out Section A and Lines 15 and 18 of Section B.

1. Print or type student's/member's last name, first name, and middle initial.
2. Print or type the **student's** mailing address (family's current mailing address for self, dependent /spouse).
A temporary school address is not acceptable.
3. Enter month, day and year of birth. Use only numbers.
4. Enter the area code and phone number for the address listed in Item 2.
5. Enter the most current cumulative Grade Point Average [GPA] on a 4.0 Scale.
6. Enter the college grade level or certification for current year of application by checking appropriate block.
7. Enter the certification type or level (e.g., Certified Hospitality Supervisor) and the administering/governing institution (e.g., American Hotel and Lodging Educational Institute)
8. Check the appropriate box to indicate your intended enrollment status for the current year (as applicable).
9. Enter the name, city and state of the school you will most likely attend during the current year (as applicable).

Section B - Lines 10 - 18 to be completed by the AFSS member in good standing for a dependent student or spouse. Type or print in ink. Any missing information or documentation is cause for rejection. Social security numbers are not requested due to being privacy information.

10. Print or type the dependent student's/spouse's last name, first name and middle initial.
11. Enter the area code and phone number for the address listed in line 13.
12. Check the appropriate box that pertains to status of the member's dependent, child or spouse.
13. Print or type the **AFSS member's** mailing address (unless same as line 2). A temporary school address is not acceptable.
14. Enter month, day and year of birth. Use only numbers.
15. Check the appropriate box to indicate the AFSS member's category. This may be active duty military, active duty civilian, AF Reserve, AF ANG or other.
16. By signing line 18 the AFSS member is certifying/verifying the stated requirement.
17. By signing line 18 the AFSS member is certifying/verifying the stated requirement.
18. Form must only be signed by an AFSS member in good standing.

EMAIL COMPLETED APPLICATIONS AND ATTACHMENTS TO:

LOUIS W. PROPER, JR
President AFSS
AT
Lpproper@verizon.net

OR

Mail Completed Applications and Attachments to:

Louis W Proper, Jr
4761 Belroi Green Circle
Gloucester, VA 23061
1 804-693-4663

For more information on how you may contribute to Scholarship Program through the Air Force Services Society, please contact the AFSS President at the phone number and address listed above or make your donation per Donations Link on the AFSS Website <http://www.airforceservicesociety.org>