

HOW TO SUBMIT A WINNING SCHOLARSHIP APPLICATION

This document is intended as a **TOOL** for AAS/SW members in submitting an application for AAS/SW Scholarships. The information is provided in the **POSITIVE** and represents judges' collective feedback comments from the last several years.

- **What does a “winner” look like?**
 - Application (20 points) - All information complete to include ALL AAS/SW, AFROTC, and campus leadership positions held, adheres to proscribed format, financial need well substantiated, bears applicant AND Detachment Commander signatures.
 - Essay (80 points)- Topic is within guidelines provided, begins with a clearly stated Thesis, essay displays originality of thought and solid support for the thesis, composition adheres to good paragraph and sentence structure to ensure good flow of information presented, no grammatical or spelling errors. Clearly and authoritatively sourced with up-to-date references. Above all, INTERESTING, THOUGHT-PROVOKING and CLEARLY REFLECTING YOUR OWN INTELLECT/THOUGHTS/ANALYSIS OF THE FACTS.
 - Remember: EVERY POINT COUNTS!
- **Tips and Tools For the Essay**
 - **READ, RE-READ, STUDY the REQUIREMENTS AND DIRECTIONS! And FOLLOW!**
 - Validate that your TOPIC is within guidelines. DON'T GET DISQUALIFIED FOR THAT!
 - Who could validate? Cadre member, faculty resource with expertise in the topic domain
 - Have your DRAFT reviewed for: grammar, paragraph/sentence structure, good writing practices and composition, clearly stated and strongly supported thesis.
 - To get a review check out: campus Writing Center, a faculty member in the English Department
 - THIS IS NOT A BOOK REPORT! Ensure that your paper reflects your own intellect/thoughts/analysis.
 - Demonstrate solid Research - Ensure Bibliography and source citations are: 1. Current; 2. Formatted correctly 3. strong (e.g. Air Force Fact Sheets, Wikipedia alone are not acceptable).
 - Ensure all formatting follows directions.
 - Invite a Cadre member to review the final draft paper before submittal. TAKE THE REQUIREMENTS, DIRECTIONS, THE CHECKLIST, AND THIS SHEET WITH YOU AS REFERENCE.
- **Tips and Tools for the Application Form**
 - FOLLOW THE FORMAT PROVIDED. Don't create your own format! (i.e., do NOT replace this section with a “resume”)
 - Leadership Section - Give yourself credit where due. BE COMPLETE and INCLUSIVE
 - AFROTC, AAS/SW, campus, community leadership!
 - Financial Need Section - Ensure all information relative to existing financial aid is correct and that your statement of need is CLEAR.
 - Signatures - two are required - yours AND Detachment Commander.

- HINT - make an appointment with your Det CO, provide the package with the instruction/ requirements/checklist attached IN ADVANCE, cover note INVITING his/her comments, and be prepared to discuss during the meeting and prior to the signatures.