



## AIR FORCE SERVICES SOCIETY (AFSS)



### 2019 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 (paid up at application time) 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. Up to two part-time and two full-time scholarships may be awarded each semester to applicants from one or any combination of four 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 also be an AFSS member.

This program began 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 family member 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 the 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 with a vocational school, community college, or accredited university.** Freshman and Sophomores working on common core curriculum outside FSS career field study areas may be considered on a case by case basis. The book scholarship can also be awarded to help pay for certifications in any of these

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applicable fields (e.g., food, 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 the two full-time enrolled students (winners) a check for \$500.00 and up to two part-time students (winners) a check for \$250.00 each (four possible scholarship totaling up to \$1500.00). 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, the check will be issued. 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 [airforceservicessociety.org](http://airforceservicessociety.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 February 2019 for the spring semester, NLT 1 May 2019 for the summer semester, and no later than 26 August 2019 for the fall semester. Public announcements of winners will be made NLT 1 March, 15 May, and 1 September 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 or \$250.00 (as applicable) to each respective winner no later than 15 March, 1 June, or 15 September. This shall be the strived for 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.

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## **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) if required

\*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, Air Force Services Society

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## 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 300 to 500 words on the topic listed below. Essays under 300 or exceeding 500 words (excluding title) will be disqualified.

#### Essays must be:

- Between 300 and 500 words (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 Numbers on anything submitted for review)
  - Submit by email to [Lpproper@verizon.net](mailto:Lpproper@verizon.net)

OR

- Mail Completed Applications and Attachments to:

Louis W Proper, Jr  
4761 Belroi Green Circle  
Gloucester, VA 23061  
1 804-824-1685

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 Deadlines for 2019:

- Spring: 21 January 2019
- Summer: 15 April 2019
- Fall: 31 July 2019

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### Application Essay Topics for 2019:

- Spring 2019: Describe your most meaningful achievements and how they relate to your field of study and your future goals.
- Summer 2019: How has your family background affected the way you see the world?
- Fall 2019: Describe something you have done in the past year that has made a difference in your community.



# 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 family member (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 Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

2. Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Area Code/Phone No: (\_\_\_\_) \_\_\_\_\_ 4. If Student--Most Current Cumulative GPA on a 4.0 Scale \_\_\_\_\_

5. If AFSS Member is the Student--College Grade Level for Current Year – Check Appropriate Block:

Freshman  Sophomore  Junior  Senior  5<sup>th</sup> Yr. Undergraduate  Certification

**Studies must lead to an Associate or Bachelor's Degree relating to any field included under AF Force Support career fields with a vocational school, community college, or accredited university.**

6. Certification Type or Level/Institution (As Applicable): \_\_\_\_\_ / \_\_\_\_\_

7. If AFSS Member is the Student--Intended Enrollment Status (check one):  Full-time  Half

8. If AFSS Member is the Student--School Attending During Scholarship Period:

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**SECTION B:** To be completed by the authorized member/sponsor for a **family member 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:  Grandchild  Spouse

**13. Studies must lead to an Associate or Bachelor's Degree relating to any field included under AF Force Support career fields with a vocational school, community college, or accredited university.**

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

**No Extensions AFSS Form 2008**

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## 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 or required as they are 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 **member's last** name, first name, and middle initial.
2. Print or type the **member's** mailing address (family's current mailing address for self, dependent /spouse).  
A temporary school address is not acceptable.
3. Enter the area code and phone number for the address listed in Item 2.
4. If **AFSS Member is the student** enter the most current cumulative Grade Point Average [GPA] on a 4.0 Scale (unless they are a first semester freshman).
5. If **AFSS Member is the student** enter the college grade level or certification for current year of application by checking appropriate block.
6. Enter the certification type or level (e.g., Certified Hospitality Supervisor) and the administering/governing institution (e.g., American Hotel and Lodging Educational Institute)
7. If **AFSS Member is the student** Check the appropriate box to indicate your intended enrollment status for the current year (as applicable).
8. If **AFSS Member is the student** 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 **family member** student. Type or print in ink. Any missing information or documentation is cause for rejection. Again, 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  
1 804-824-1685

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.airforceservicessociety.org>