



THE FAWCO FOUNDATION
A NOT-FOR PROFIT CORPORATION REGISTERED IN THE STATE OF
MISSOURI

2018 Member Award Application

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Instructions for Completing the Member Awards Application

1. Download the application packet

There are 8 sections to the application:

- A. Award Information and Eligibility
- B. Applicant Information
- C. Essays
 1. Proposed Plan of Study
 2. Biographical Essay
- D. Secondary Education
 1. Plans for Study
 2. Post-Secondary Schools
 3. Transcripts
- E. Letters of Recommendation
- F. Applicant's Declaration
- G. FAWCO/FAUSA Declaration
- H. Photo and Proof of Payment Information
- I. Checklist

2. Read through the entire application so that you know what is needed

3. Gather the necessary information needed to complete the application.
4. Complete the application.
 - Only requested documents will be considered.
 - Review and edit the application.
 - It is advisable to zip all documents together in a WinZip file.
 - Save a copy of the application email for your records.
5. Send the application to the FAWCO Foundation **Education Award Administrator, Jen Todd, at awards@fawcofoundation.org as a Word document.**
6. Submit the application by **JANUARY 27, 2018**. You will receive email confirmation indicating that the application has been received.
7. For further information and questions, contact the Educational Awards Administrator at: awards@fawcofoundation.org
8. Other:
 - Application fees are not refundable.
 - The FAWCO Foundation Education Awards Administrator will review applications for completeness. Late or incomplete applications will be disqualified and will not be further considered.
 - After the application deadline an appointed Awards Selection Committee, headed by the Education Awards Administrator, will review all applications and select a recipient for each award.
 - Award recipients will be announced at the biennial FAWCO Conference in The Hague, The Netherlands March 23-25, 2018.
 - Award recipients will receive notification via email from the Education Award Administrator shortly thereafter. Results will be posted on the FAWCO Foundation website following the conference.
 - The award funds will be disbursed once the recipient has completed and signed the Statement of Agreement provided by the FAWCO Foundation and has returned it with official proof of enrollment in classes from the proposed school or university. With prompt fulfillment of these requirements, most recipients receive their funding towards the end of the summer following the award announcement. Award recipients attending summer courses can receive funds in late spring.

A: Awards Information and Eligibility

FAWCO and FAUSA Member Awards

These awards recognize the diverse lives of our members, their achievements, and their never-ending quest for knowledge and self-improvement.

The Three Awards :

FAUSA SKILLS ENHANCEMENT AWARD **One award available \$4,000**

This award is for acquiring new skills or enhancing already existing ones and will allow a FAWCO or FAUSA member to become more capable, competent, and confident by getting the skills to improve performance in any given field.

Women in STEM In honor of AWA Dubai's 21 years serving the International Community in Dubai **One award available \$4,000**

This award is for the study of STEM disciplines, including the study of chemistry, computer and information technology science, engineering, geosciences, life sciences, mathematical sciences, physics and astronomy.

AWC Hamburg Continuing Education Award **One award available \$4,000**

In honor of the 60th Anniversary of the American Women's Club of Hamburg, this award is for a FAWCO or FAUSA member to further their education at university or an equivalent level through courses, workshops, and certificate programs. Subjects can encompass all areas of interest—*inter alia*, journalism, writing, the arts, and philanthropy—excluding science, technology, engineering and mathematics (STEM) subjects.

Award Guidelines:

- The Member Awards are for study during the 2018-2019 academic year.
- The course of study for the Academic Awards must begin by the first of February in the year following the award year.
- Only one of each award is given per year.
- There will be one recipient for each award.

Applicants Must:

- Be a member in good standing of a FAWCO Club, FAUSA or be a FAWCO Individual Member for a minimum of one year by the application deadline.
- Complete and submit the 2018 FAWCO Foundation Member Award Application.

Applicants May:

- Study in any country.
- Apply for only one of the Member Awards per year.

B: Applicant Information

1. Place an X next to the award for which you are applying:

- Skills Enhancement Award
- Women in STEM Award
- AWC Hamburg Continuing Education Award

2. Prior Applications:

- a. I have previously applied for a FAWCO Foundation Education Award
 YES NO
- b. If, YES, indicate Award and Year Applied:

3. Applicant Information:

- Name:
- Home address:
- Telephone:
- E-mail Address:
- Date of Birth:
- Place of birth: City, Country:
- Countries of Citizenship:
- FAWCO or FAUSA Club:
- How long have you been a member?

C: Applicant Essays

Since the FAWCO Foundation is unable to conduct personal interviews, **two essays** are required. These essays are designed to enable the Awards Committee to learn more about the applicants. The essays should reflect an applicant's own ideas and opinions and not those of a relative, friend or counselor. The members of the Awards Committee need and want to know the applicants themselves.

Each essay must:

- Be typed or inserted in this application in an **11-point font**.
- NOT exceed the limit of **200-word maximum** per essay.
- Must address the requested topic. Essays that do not will not be considered.

1. Proposed Plan of Study (200-word maximum)

In this essay, please describe:

- Your proposed field of study and why you chose this field.
- In detail, your proposed course of study.

Type or insert Proposed Plan for Study Essay text here

2. Biographical Essay (200-word maximum)

Choose **one** of the following topics to write about:

- The relationship between you and your community and how you matured as a result of your involvement
- Your volunteer experience and what it means to you and your present study goal
- How the award would make a difference to you personally and influence your contribution to society
- How FAWCO or FAUSA would be fulfilling its commitment to its priorities (i.e. education, international understanding, philanthropy, women and children's welfare and health) if you were the recipient of this award.

Type or insert Biographical Essay text here

D: Education

1. Name and addresses of institution(s) to which you have applied and/or will be studying.

- a. Name of institution:
Address of institution:
Planned field of study:

- b. Name of institution:
Address of institution:
Planned field of study:

2. Post-Secondary Education (if applicable to future plans of study)

Beginning with the most recent, please list the names, addresses and dates of attendance for institution(s) of higher learning attended.

Name of Institution	Address of school (City, Country)	Dates Attended	Diploma and Date received or expected

3. Transcripts (Required only if award is for continuing study)

- Include the transcripts from the last two years, including Fall 2017.
- Your transcripts must be in English with an explanation of the applicant's grading system or grade equivalents (i.e., 10=A+, etc.).
- Your transcripts **do not** need to be officially stamped or notarized copies.
- Scan and attach your transcripts on the following pages. You may add pages.

Insert your transcripts here. You may add pages.

E: Letters of Recommendation

1. Two signed Letters of Recommendation must to be emailed **DIRECTLY** from a teacher/professional to awards@fawcofoundation.org. The teacher/professional should know the applicant well but not be related to him/her by blood. Specifically,

- One from a teacher, professor or professional colleague
- One from a professional person who is not a member of your family

2. Letters must be in English, or with an English translation attached. Letters must be signed electronically by the author, or printed, signed, then scanned and emailed to the Awards Program Administrator.

3. Applicants are advised to request letters early as teachers/professionals need lead time to respond in a timely manner. Late or unsigned letters will not be accepted. Deadline for Letters of Recommendation is January 27, 2018.

F: Applicant's Declaration To be completed by applicant.

I declare that:

- All the information given in this application is, to the best of my knowledge, factually correct.
- The requested essays have been written by me, without assistance from any other person.
- I have not previously received a Member or Academic Award from The FAWCO Foundation (other than Dual Cultural Award, if applicable).
- I am a member in good standing of a FAWCO or FAUSA club.
- I am not a current or prospective Board member of FAWCO, The FAWCO Foundation or FAUSA.

Scan and insert signature here

Date of application (DD/Month/YYYY):

G: FAWCO or FAUSA Declaration To be completed by the FAWCO Club Representative, Club President or FAUSA President.

I verify that this application has been completed correctly. I affirm that the applicant for the Member Award is:

Name of applicant:

Applicant is a member of the following FAWCO Club:

Date the member joined the above mentioned FAWCO Club:

Insert signature of FAWCO Representative or Club President here.

Name of FAWCO Club Representative or Club President:

Date (DD/MONTH/YYYY):

H: Photo and Proof of Payment Information

1. Photo

- Please ensure your photo is clear and in color.
- You should be smiling in the photo because it will be used for the awards presentation in The Hague.
- Insert a recent full-face photo. It should be passport-sized.

Insert photo here.

2. Proof of Payment

Payment of the US\$25 Non-Refundable Application Fees may be made either by check or online.

- a. A check for US\$25 may be mailed to the FAWCO Foundation Assistant Treasurer in the United States. On the memo line, please enter the name of the award you are applying for.

Kathy Coughlan
433 S Ridge Road
Lake Forest, Illinois 60045
USA

- b. Payment online

Go to www.fawcofoundation.org.

- Click 'Donate,' in the upper right-hand corner.
- Then Click the 'Donate' button for 'Awards,' in the right-hand column.
- Use PayPal account or credit card to process transaction.
- Insert proof of payment of US\$25 Non-Refundable Application Fee.

Insert image of receipt here.

I. Application Checklist

Please ensure your application contains the following items.

- Completed application, which includes:
 - Biographical Essay
 - Plan of Study essay
 - Signed Declarations
 - Photo
 - Proof of Payment of US\$25 Non-Refundable Application Fee