



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

## **2021 Vocational Award Application**

### **TABLE OF CONTENTS**

#### **Instructions for Completing Application**

- A. Award Information and Eligibility**
- B. Applicant Information**
- C. Applicant's Declaration Signature**
- D. Parent's Declaration Signature**
- E. FAWCO Club's Declaration Signature**
- F. Photo**
- G. Applicant Essays**
- H. Education**
- I. Letters of Recommendation**
- J. Checklist**

## Instructions for Completing Vocational Awards Application

### 1. Download the application packet

There are 10 sections to the application:

- A. Award Information and Eligibility
- B. Applicant Information
- C. Applicant's Declaration Signature
- D. Parent Declaration Signature
- E. FAWCO Club's Declaration Signature
- F. Photo
- G. Applicant Essays
  - 1. Proposed Plan of Study
  - 2. Biographical Essay
- H. Secondary Education
  - 1. Secondary School Diploma
  - 2. Secondary Schools
  - 3. Post-Secondary Schools
  - 4. Plans for Study
  - 5. Academic Accomplishments
  - 6. Non-Academic Accomplishments
  - 7. Transcripts
- I. Letters of Recommendation
- J. 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.
- No "links" or "videos" the application is a written document and will be anonymous to the evaluators.
- 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 Awards Administrator: Shelly Schoeneshoefer at [awards@fawcofoundation.org](mailto:awards@fawcofoundation.org) as a **Word document**.

6. Submit the application by **JANUARY 27, 2021**. You will receive email confirmation indicating that the application has been received.

7. For further information and questions contact the Education Awards Administrator: [awards@fawcofoundation.org](mailto:awards@fawcofoundation.org)

8. Other:

- The 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 the award.
- Award recipients will be announced at the FAWCO Conference in March 2021.
- 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. *There is a difference between registration and enrollment. The process of signing up for courses is called **registering**. Students are charged tuition and fees when they register. Students are **enrolled** after they pay the tuition and fees. 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

### Vocational / Trade School Studies Awards

#### Vocational Studies Award Guidelines

- The Vocational Studies Award is for study during the 2021-2022 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 award is given per year for \$4,000.
- Previous Educational award recipients may not reapply. Dual Cultural recipients, however, are eligible to apply for an academic award.

Applicants must:

- Have a parent who is a member in good standing of a FAWCO Club, FAUSA or is a FAWCO Individual Member, they must have been a member for a minimum of 16 months as of application deadline. The parent must have been a member of a FAWCO Club, Individual Member or a FAUSA Member by **September 27, 2019**.
- Be between the ages of 17 and 27 at the application deadline date.
- Have at least one year (two semesters) remaining in his/her studies to be eligible for a Vocational Award.
- Complete and submit the 2021 FAWCO Foundation Vocational Award Application.

Applicants may:

- Study in the host country.
- Apply for only one Vocational or Academic Award per year.

## B: Applicant Information

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

Vocational / Trade School 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 or FAWCO Individual member:
- Name of parent:
- Exact date parent joined a FAWCO club, FAUSA or became an individual member:

<b>C: Applicant's Declaration Signature</b> To be completed by the 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 received prior academic awards from The FAWCO Foundation.
- I am the eligible child of a FAWCO, FAUSA club member or a FAWCO Individual member in good standing.
- I am not a dependent of a FAWCO, The FAWCO Foundation or FAUSA current or prospective Board member.

*Insert scanned image of applicant's signature here or add electronic signature as an attachment.*

**Date of application (DD MONTH YYYY):**

**D: Parent's Declaration Signature** To be completed by the applicant's parent.

I declare that:

- I am a member in good standing of a FAWCO Club, FAUSA member or a FAWCO Individual member.
- I have been, or will have been, a member for at least 16 months on January 27, 2021.

**Name of Applicant's Parent:**

*Insert scanned image of parent's signature here or add electronic signature as an attachment.*

**Date of application (DD MONTH YYYY):**

**E: FAWCO Club's or FAUSA Declaration** To be completed by the FAWCO Club Representative, Club President, FAWCO President or FAUSA President.

I verify that this application has been completed correctly. I affirm that the applicant's parent is:

**Name of applicant's parent:**

**Parent is a member of the following FAWCO Club:**

**Date the parent joined the above mentioned FAWCO Club:**

*Insert scanned image of signature here or add electronic signature as an attachment.*

**Name of FAWCO Club Representative, Club President, FAWCO President or FAUSA President:**

**Date (DD/MONTH/YYYY):**

## F: Photo

- Applicant, please ensure your photo is clear and in color.
- Applicant should be smiling in the photo because it will be used for the awards presentation at the FAWCO Conference in March 2021.
- Attach a recent full-face photo. It should be passport-sized.

*Insert photo here.*

## G: 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 than their grades, scores and recommendations can indicate. 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
- Address the requested topic. Essays that do not will not be considered.

### 1. Proposed Plans for Study Essay (200-word maximum)

In this essay, please describe:

- Your major field of study or training 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)

In this essay, please write about one of the following topics:

- A significant experience in your life
- An activity or interest that has been particularly meaningful to you
- A school, community or world event to which you have had a strong reaction

*Type or insert Biographical Essay text here*

## H: Education

### 1. Secondary School Diploma / Certificate

Give the name and address of the secondary school from which you have received or expect to receive a diploma. Please do not translate the name of the school or diploma.

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

### 2. Secondary Schools

Beginning with the most recent, please list the names, addresses and dates of attendance of any secondary schools. If you already have a secondary school diploma, you don't need to fill this out.

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

### 3. Post-Secondary Education

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

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

### 4. Plans for Study in 2021–2022

a. Please list the names and addresses of institutions to which you have applied:

Name of Institution	Address of Institution (City, Country)	Planned Field of Study


- b. Date that planned study program will begin:
- c. Total estimated expenses for 2021/2022 (in US\$): \$

### 5. Academic Accomplishments

Type or insert your Academic Accomplishments in an **11-point font**. Limit to **one page** or less.

Briefly list and describe any academic achievements\* or recognition you have received, such as

- Honor Roll
- National Merit
- Scholarships
- Academic competitions, such as Science Fairs, Spelling Bees, Math Competitions, Speech or Debate Tournaments, etc.

\*There are schools outside the US that do not give awards for academic achievement. Please make a note if this is the case.

*Type or insert your list and description of Academic Achievements on this page.*

### 6. Non-Academic Accomplishments

Type or insert your Academic Accomplishments in an **11-point font**. Limit to **one page** or less.

Briefly list and describe any academic achievements or recognition you have received, such as:

- Principal extracurricular, community, church related or family activities
- Hobbies and special interests
- Events and/or major accomplishments, including musical, dramatic, athletic or other activity
- Positions of leadership held
- Non-academic honors and recognition
- Work experience, paid or volunteer

*Type or insert your list and description of Non-Academic Achievements on this page.*

## 7. Transcripts

- Include the transcripts from your **most recent past** four semesters you were in school. If you have taken a gap year(s), include the last four from your most recent schooling.
  - 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 to the application.

*Insert your transcripts here.*

## I: Letters of Recommendation

1. Two signed Letters of Recommendation must be emailed **DIRECTLY** from a teacher/professional to [awards@fawcofoundation.org](mailto: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, 2021**

## J: Application Checklist

- Completed Application, which includes:
- Applicant Information
- Applicant Declaration Signature
- Parent's Declaration Signature
- FAWCO or FAUSA Declaration Signature
- Applicant's Photo
- Applicant Essays
- Applicant Education
- Letters of Recommendation